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ABSTRACT

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 013 689). Others are available from the source identified in the abstract. (CD)

ED052382

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

SPRING 1971

ERIC
CLEARINGHOUSE ON
VOCATIONAL AND
TECHNICAL EDUCATION

VT013648

The Center for Vocational and Technical Education, an independent unit on The Ohio State University campus, operates under a grant from the National Center for Educational Research and Development, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach and interinstitutional in its program.

The Center's mission is to strengthen the capacity of state educational systems to provide effective occupational education programs consistent with individual needs and manpower requirements by:

- Conducting research and development to fill voids in existing knowledge and to develop methods for applying knowledge.
- Programmatic focus on state leadership development, vocational teacher education, curriculum, vocational choice and adjustment.
- Stimulating and strengthening the capacity of other agencies and institutions to create durable solutions to significant problems.
- PROVIDING A NATIONAL INFORMATION STORAGE, RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION THROUGH THE AFFILIATED ERIC CLEARINGHOUSE.

ED052382

Abstracts of

Instructional Materials

in

Vocational and Technical Education

SPRING 1971

This publication was prepared pursuant to a contract with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

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ERIC Clearinghouse on Vocational and Technical Education
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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Abstracts of Instructional Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscriptions are $11.00, one year; $18.00, two years; and $27.00, three years. Send order to ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Documents which have been pulled from RIE resume tapes will appear in uppercase letters only. Additional components of a resume are explained in a diagram on page x.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Subject and Identifier Index
Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Indexes are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, (EDRS), P.O. Drawer O, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 022 064	AIM-ARM Annual Index 1967-68	MF - $ .50	or	HC - $ 6.30
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45
ED 030 769	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.70
ED 032 433	Summer 1969 AIM	MF - $ .75	or	HC - $ 8.30
ED 036 652	AIM-ARM Annual Index 1968-69	MF - $ .50	or	HC - $ 5.80
ED 034 075	Fall 1969 AIM	MF - $ .75	or	HC - $ 8.90
ED 037 584	Winter 1969 AIM	MF - $ .75	or	HC - $ 8.50
ED 041 159	Spring 1970 AIM	MF - $ .75	or	HC - $ 8.40
ED 042 930	Summer 1970 AIM	MF - $ .75	or	HC - $ 8.60
ED 042 929	AIM-ARM Annual Index 1969-70	MF - $ .75	or	HC - $ 6.80
ED 045 853	Fall 1970 AIM	MF - $ .75	or	HC - $ 8.85
ED 048 514	Winter 1970 AIM	MF - $ .65	or	HC - $ 6.58

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

AIM-ARM
ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE in the section, How to Order ERIC Document Reproductions for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of AIM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$ .65
Winter 1967	ED 015 349	$ .65
Spring 1968	ED 017 746	$ .65
Summer 1968	ED 020 442	$ .65
Fall 1968	ED 022 971	$ .65
Winter 1968	ED 028 305	$ .65
Spring 1969	ED 030 770	$ .65
Summer 1969	ED 032 434	$ .65
Fall 1969	ED 034 074	$ .65
Winter 1969	ED 037 585	$ .65
Spring 1970	ED 041 177	$ .65
Summer 1970	ED 042 931	$ .65
Fall 1970	ED 045 856	$ .65
Winter 1970	ED (See July '71 RIE)	$ .65

The prices quoted above reflect a new price schedule in effect for VT-ERIC microfiche collections as of June 1971.

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by Leasco Information Products, Inc. (LIPCO). Request order forms from:

ERIC Document Reproduction Service (EDRS)
P. O. Drawer O
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating through the ERIC system, research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational

psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this Clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Clearinghouse.

Abbreviations

AIM	Abstracts of Instructional Materials in Vocational and Technical Education
ARM	Abstracts of Research and Related Materials in Vocational and Technical Education
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
MP	Manpower
RIE	Research in Education
VT	Vocational-Technical

SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date

Total number of printed pages in the report, including cover and appendices.

Identifier, if any--acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

Descriptors - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Abstract - Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field.....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would also appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears with reference to an RIE issue (See Nov. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume.	

ERRATA

In VT 011 118, appearing on page 217 of AIM Winter 1970, the EDRS price line should read as follows:
DOCUMENT NOT AVAILABLE FROM EDRS.

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NOTE: Since the information previously given in the Source List is supplied in the availability line of the resumes, the Source List will no longer be carried in AIM.

AGRICULTURAL
EDUCATION
SECTION

VT 003 953
Hemming, Clarence
Farm Business Management, An Instructor's Guide.

Minnesota Univ., Minneapolis.
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 159p.

DESCRIPTORS - *ADULT FARMER EDUCATION; *RECORDKEEPING; *FARM MANAGEMENT; *CURRICULUM GUIDES; *LESSON PLANS

ABSTRACT - To improve the income of farm operators through instruction in recordkeeping and business management principles and to provide a basis for continuing education to improve efficiency of farmers, this guide was prepared for the Division of Vocational and Technical Education under contractual arrangement with the University of Minnesota. The course is divided into three 1-year programs. The first-year program is designed to develop understanding of the farm as a business venture. The second-year program concentrates on analysis of records, interpretation of analysis, and management decisions. The third year is devoted to detailed analysis and interpretation. Classroom instruction, on-farm instruction, related activities, record analysis, class size, securing enrollment, enrollment contracts, success factors, and teacher qualifications are described. Each yearly program is divided into course units which include objectives, an outline, teaching suggestions, supplemental information, and references. The appendix includes procedural forms. (JM)

VT 009 954
Relations Between Persons in Agricultural Sales and Services (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center.
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, Clemson University, Clemson, South Carolina 29631 (limit: one per state supervisor of agricultural education).
PUB DATE - 69 30p.

DESCRIPTORS - *TRANSPARENCIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *SALES OCCUPATIONS; *HUMAN RELATIONS; INSTRUCTIONAL AIDS; SECONDARY GRADES; *VOCATIONAL AGRICULTURE

ABSTRACT - Instructional aids produced from these 26 transparency masters may be used by vocational agriculture teachers presenting courses in agricultural sales and services in secondary schools and area vocational centers. Titles include: (1) Basic Human Needs, (2) Median Incomes Per Year during Decades of Maximum Earnings, (3) Where to Find Out About Careers, (4) Building Career Success, (5) Personality Traits, (6) Speaking Is Not the Only Way to Communicate with Prospective Employers, (7) A Letter of Application Should, (8) Sample Letter of Application, (9) Personal Data Sheet, (10) Rules for Introductions, (11) Neatness Test, and (12) Human Relations Concepts. (AW)

VT 010 459
Instructional Materials for Vocational Agriculture I.

Texas A and M Univ., College Station. Agricultural Education Teaching Materials Center.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 016x.31
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843.
PUB DATE - ND 775p.

DESCRIPTORS - *TRANSPARENCIES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL MATERIALS; ANIMAL SCIENCE; PLANT SCIENCE; SOIL SCIENCE; AGRICULTURAL ENGINEERING; FIELD EXPERIENCE PROGRAMS; COURSE CONTENT; ON THE JOB TRAINING SLIDES; AUDIOVISUAL AIDS
IDENTIFIERS - *AGRICULTURAL SCIENCES

ABSTRACT - These instructional materials for Vocational Agriculture I were developed by the Agricultural Education Teaching Materials Center at Texas A and M University. Areas are: (1) Animal Science, (2) Soil Science, (3) Plant Science, (4) Agricultural Mechanics, and (5) Supervised Experience Programs and Records. The areas are divided into unit outlines which include the technical information, references, illustrations, transparency masters and sample forms needed to develop each topic. These materials follow the outline developed in "Basic Curriculum Guide for Production Agriculture"

available as VT 011 829 (also in this issue). (GB)

VT 011 001
Bittner, Richard H.
Farm Equipment Service and Sales; Placement Training Guide.

Michigan State Univ., East Lansing.
DOCUMENT NOT AVAILABLE FROM EDRS.
Michigan State University, Agricultural Engineering Department, East Lansing, Michigan 48823.
PUB DATE - 67 247p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *AGRICULTURAL MACHINERY OCCUPATIONS; *WORK EXPERIENCE PROGRAMS; ON THE JOB TRAINING; STUDENT EMPLOYMENT; JOB SKILLS; BUSINESS SKILLS; SALES OCCUPATIONS

ABSTRACT - Prepared by the director of a college placement program, this guide will help teachers and employers train vocational agriculture students for job placement in a farm equipment service and sales program, assuring students of obtaining a wide variety of experiences in preparation for work as dealership employees. Topics are: (1) Introduction to Placement Training, (2) General Orientation, (3) The Service Department, (4) The Parts Department, and (5) The Sales Department. The placement training program consists of the program explanation, employer selection, placement process, and program completion. Work and conference report sheets are included with the work assignments. (GB)

VT 011 031
Weights and Measures (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions.
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.65).
PUB DATE - ND 29p.

DESCRIPTORS - *TRANSPARENCIES; *AGRICULTURAL EDUCATION; *MEASUREMENT; *INSTRUCTIONAL AIDS

ABSTRACT - Instructional aids produced from these 26 transparency masters may be used in classes studying agricultural applications of weights and measures. Titles include: (1) The Body's Measuring Rods, (2) One Square Yard, (3) One Acre, (4) One Acre Foot of Water, (5) One Cord, (6) Weight Equivalents, (7) One Fluid Ounce, (8) One Minim, (9) One Tablespoon, (10) One Gallon, (11) One Barrel, (12) One Cubic Foot of Water, (13) Circular Measurement 360 Degrees, (14) Horse Measurement, (15) One Chain, (16) Chain Measurement, (17) One Rod, and (18) One Mile. Suggestions for presentation are also provided. (AW)

VT 011 035
Soil Science (Overhead Transparency Masters).

California State Polytechnic Coll., San Luis Obispo. Vocational Education Productions.
California State Dept. of Education, Sacramento. Vocational Education Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 ($1.95).
PUB DATE - ND 36p.

DESCRIPTORS - *TRANSPARENCIES; *AGRICULTURAL EDUCATION; *SOIL SCIENCE; SECONDARY GRADES; JUNIOR COLLEGES; *INSTRUCTIONAL AIDS

ABSTRACT - Designed to aid in teaching principles of soil science at the high school or junior college level, this set of transparency masters consists of 17 plates and 16 overlays, covering: (1) Mechanical Analysis of Soils, (2) Soil Textural Classification Triangle, (3) Typical Mineral Soil Composition by Volume, (4) Bulk Density, (5) Particule Density, (6) Soil Profile and Horizon Development, (7) The Water Cycle, (8) The Effect of Soil Plowpan on Water Penetration Rates, (9) Tensiometer, (10) Types of Soil Water, (11) Furrow Penetration, (12) Soil Reaction and Plant Nutrient Availability, (13) Fertility Labeling, (14) Nitrogen Fertilizer Production, (15) Dilution Factor, and (16) Ionic Exchange in Alkaline Soils. Suggestions for class presentation are also provided, keyed to a recommended text, "Experiments in Soil Science," which may be obtained from the source of availability cited for this document. (AW)

VT 011 131
Cherry, Kenneth L.; Walker, Robert W.
Grounds and Building Maintenance: Supervisor, Technician, Custodian. Course of Study in Agricultural and Related Occupations.

Hollidaysburg Area High School, Pa. Dept. of Agricultural Education.
Pennsylvania State Dept. of Public Instruction, Harrisburg. Agricultural Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Sep67 136p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *MAINTENANCE; TECHNICAL OCCUPATIONS; GRADE 11; GRADE 12; COURSE CONTENT; BIBLIOGRAPHIES; PILOT PROJECTS
IDENTIFIERS - *AGRICULTURAL RELATED OCCUPATIONS

ABSTRACT - This course of study was developed through a pilot project conducted by a high school agricultural education staff and the Pennsylvania Department of Public Instruction and is intended for use in instructing 11th and 12th grade vocational agriculture students in the occupations of grounds and building maintenance. The course includes: (1) Major Units and Problem Areas, (2) Suggested Teaching Calendar, (3) Major Units Breakdown by Months, (4) Six-weeks Teaching Calendars, and (5) Course of Study Worksheets. A bibliography is appended as well as administrative forms and numerous other teaching materials. (GB)

VT 011 154
Basic Carpentry Construction Visuals for Agriculture.

Iowa Vocational Agricultural Teachers' Association.
MF AVAILABLE IN VT-ERIC SET.
Ag-Mech-1
PUB DATE - 69 41p.

DESCRIPTORS - *AUDIOVISUAL AIDS; *VOCATIONAL AGRICULTURE; INSTRUCTIONAL MATERIALS; CARPENTERS; *CONSTRUCTION (PROCESS); SECONDARY GRADES

ABSTRACT - Developed by a vocational agriculture instructor and an associate professor of agricultural education, this set of overlay masters is intended for use in the carpentry construction unit of the high school vocational agriculture program. The 38 masters cover: (1) lumber, (2) bill of materials, (3) construction joints and procedures, (4) clear span construction, (5) roof types, (6) use of the framing square, (7) rafters, (8) glues, (9) plywood, (10) building hardware, and (11) roofing materials. A list of subject matter sources recommended to supplement the overlay masters is also provided. (AW)

VT 011 160
Smith, F.V.; Leonard, H.W.
A Year's Record on an Indiana Farm.

Indiana State Dept. of Public Instruction, Indianapolis. Vocational Education Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
Bulletin No. 168, Revised 1966
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.25).
PUB DATE - 66 37p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *RECORDKEEPING; FARM ACCOUNTS; ECONOMICS; AGRICULTURE; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; COURSE CONTENT

ABSTRACT - Prepared by Indiana State staff, this guide is for student use in learning to keep farm financial records. Data are given from 1966 records for a 182-acre Indiana farm including: (1) inventories, January 1, 1966, (2) inventories, December 31, 1966, (3) all items of farm income and expenses during the year, (4) land use, crops produced, and division of crops, (5) numbers of livestock born, died, or butchered, and (6) additional information needed to complete the financial summary for the year. The student must enter this data correctly in the 1965 revised edition of the "Indiana Farm Account Record Book" (Not included with the guide). Following this, the student is asked to complete exercises dealing with summarizing the year's financial record to determine profit and loss. A related document is the Instructor's Guide (VT 011 161, also in this issue). (GB)

VT 011 161
Smith, F.V.; Leonard, H.W.
A Guide to Teaching Farm Accounting in Indiana Schools.

Indiana State Dept. of Public Instruction, Indianapolis. Vocational Education Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
Bulletin No. 169 Revised
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.60).
PUB DATE - 67 95p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *RECORDKEEPING; FARM ACCOUNTS; ECONOMICS; AGRICULTURE; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; COURSE CONTENT

ABSTRACT - As a guide to the instructor of a course in farm accounting, portions of a completed record book have been reproduced, using data from a related document available as VT 011 160, also in this issue. (GB)

VT 011 177
Kitts, Harry W.; Nabben, Marvin
Farm Electricity; A Demonstration Manual for Students of Vocational Agriculture.

MF AVAILABLE IN VT-ERIC SET.
AGRI-AIDE Company, 3521 46th Avenue South, Minneapolis, Minnesota 55406 ($4.50).
PUB DATE - 68 160p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEACHING GUIDES; *ELECTRICITY; SECONDARY GRADES; POST SECONDARY EDUCATION; AGRICULTURAL ENGINEERING; COURSE OBJECTIVES

ABSTRACT - This manual may be used to familiarize students, young farmers, or adult farmers with basic principles of electricity, electrical terms, wiring Layout of farmsteads, selection of electrical equipment, and application of various aspects of electricity. Objectives, related information, demonstrations, exercises, discussion questions, and problems are presented. Appended materials include graphical electrical symbols, a list of repair parts for a demonstration panel, materials for wiring exercises, references, and blueprints of a demonstration panel. (GB)

VT 011 202
Tractor Maintenance; Principles and Procedures.

American Association for Vocational Instructional Materials, Athens, Ga.
DOCUMENT NOT AVAILABLE FROM EDRS.
American Association for Vocational Instructional Materials, 120 Agricultural Engineering Center, University of Georgia, Athens, Georgia 30601 ($4.10).
PUB DATE - 70 155p.

DESCRIPTORS - *TEXTBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *TRACTORS; *AGRICULTURAL OCCUPATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; ILLUSTRATIONS; EQUIPMENT MAINTENANCE; MECHANICAL SKILLS

ABSTRACT - Intended for teachers and students in high school and adult classes in agricultural mechanics, this student text and reference was developed by subject matter specialists and checked by agricultural engineers, teacher trainers, and representatives of industry. Content includes a description of tractor maintenance and service necessary annually and after 50, 100, 250, and 500 hours of operation. Service jobs include: (1) battery maintenance, (2) V-belt tension adjustment, (3) air cleaner servicing, (4) procedures for changing crankcase oil and replacing oil filters, (5) tire maintenance, (6) valve clearance adjustment, (7) spark plug maintenance, (8) carburetor adjustment, (9) brake adjustment, (10) clutch adjustment, (11) distributor servicing, (12) ignition timing, (13) starter and generator maintenance, (14) fuel filter servicing, (15) front wheel bearings servicing, (16) cooling system maintenance, (17) drive mechanism servicing, (18) governor adjustment, and (19) preparation for storage. A slide set showing illustrations is available from the publisher. A reference list and 213 diagrams and illustrations are included. Slides of the illustrations in the 1964 edition of this book may be obtained from the source of availability indicated for this document. (GB)

VT 011 244
Dawson, James I., And Others

Business Leadership in Agricultural Industry. Teacher Education Series; Volume 11, Number 1s.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 ($3.00).
PUB DATE - 70 181p.

DESCRIPTORS - *STUDY GUIDES; RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *AGRICULTURAL SUPPLY OCCUPATIONS; *MANAGEMENT; MANAGEMENT EDUCATION

ABSTRACT - Developed by teacher educators in agricultural education, this student text and reference is for use by high school seniors studying off-farm agricultural business operations and management. The course is organized into 11 instructional units, each of which may be taught separately or in sequence with one or more of the other units. Unit titles are: (1) Agri-Business, What It Is--What It Does, (2) Job and Career Opportunities in Agri-Business Leadership, (3) Business Enterprise in Agriculture, (4) The Major Resources of an Agricultural Business, (5) Practicum for Understanding Agri-Business as It Exists in the Community, (6) The Importance of Business Planning, (7) Understanding the Management Function, (8) Money Management and the Need for Profit, (9) Review of Key Factors for a Successful Business, (10) People Make or Break the Business, and (11) My Future in Agri-Business on the Leadership Level. A bibliography, a sample of a survey of a local business, and a glossary are also provided. (AW)

VT 011 337
Protecting Shade Trees During Home Construction. Home and Garden Bulletin No. 104.

Agricultural Research Service (DOA), Washington, D.C. Crops Research Div.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.77:104, $.05).
PUB DATE - 65 8p.

DESCRIPTORS - *RESEARCH MATERIALS; *AGRICULTURAL EDUCATION; *TREES; *ORNAMENTAL HORTICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS

ABSTRACT - Prepared from information furnished by the Crops Research Division, Agricultural Research Service, this bulletin is designed to aid prospective homebuilders in protecting shade trees before and during construction. Topics are: (1) evaluation of trees according to location, species, and condition to decide whether or not retention and protection is justified, and (2) types of protection necessary such as barricading, grading, and protecting from excavations, depending on the nature of the construction to be done. The guide is illustrated with numerous diagrams, drawings, and photographs. (AW)

VT 011 373
Wood Decay in Houses; How to Prevent and Control It. Home and Garden Bulletin No. 73.

Department of Agriculture, Washington, D.C. Forest Service.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.77:73/3, $.20).
PUB DATE - Sep67 20p.

DESCRIPTORS - *RESOURCE MATERIALS; *CONSUMER EDUCATION; *BUILDING MATERIALS; BUILDINGS; *PRESERVATION; *MAINTENANCE; PREVENTION

ABSTRACT - This publication of the Department of Agriculture Forest Service is intended to aid homeowners in preventing wood decay in houses by the proper use of seasoned wood. Contents provide information on causes of damage, general safeguards, safeguards for woodwork close to the ground, safeguards for parts of houses exposed to rain, new types of building materials, and prevention of ordinary decay and "dry rot." The pamphlet is illustrated with numerous photographs, diagrams, and drawings. (AW)

VT 011 378
Selecting and Growing House Plants. Home and Garden Bulletin No. 82.

Agricultural Research Service (DOA), Washington, D.C. Crops Research Div.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

(A1.77:82, $.15).
PUB DATE - Mar63 32p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *AGRICULTURAL EDUCATION; *ORNAMENTAL HORTICULTURE; *PLANT GROWTH; PLANT SCIENCE; PLANT IDENTIFICATION; PLANTING; PLANT PROPAGATION
IDENTIFIERS - *HOUSE PLANTS

ABSTRACT - Success in growing decorative plants in the home probably depends as much on good judgment in selecting the plants as on skill in caring for them. Prepared by an individual of the Agricultural Research Service, this document is intended to help with problems associated with house plants. Topics are: (1) foliage plants, (2) succulents, (3) flowering plants, (4) methods to increase humidity, (5) potting procedures, (6) water and fertilizer, (7) summer care, (8) water culture, (9) plants in dim light, (10) propagation, (11) plant health, (12) terrarium construction, and (13) care of florist's plants. Descriptions, culture, and special requirements are given for various plants as well as numerous illustrations. (GB)

VT 011 415
Plans and Construction Procedures for Shop Projects.

Missouri Univ., Columbia. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, University of Missouri, 8 Industrial Education Building, Columbia, Missouri 65201.
PUB DATE - 67 35p.

DESCRIPTORS - *RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *PROJECTS; *CONSTRUCTION (PROCESS)

ABSTRACT - Plans, detailed construction procedures, and materials needed are provided for the following shop projects: (1) pipefitting exercise, (2) sawhorse, (3) welding positioner, (4) small shelf bracket, (5) heavy shelf bracket, (6) knife rack, (7) bench and picnic table, (8) loading chute, (9) feed bunk, (10) silage bunk, (11) sheep feeder, (12) 12-foot ladder, (13) portable extension outlet, (14) Step ladder, (15) wall tool cabinet, (16) shop stand, (17) tractor hoist, and (18) miter box. (AW)

VT 011 447
Courson, R.L.
Poinsettias--Care and Propagation.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, Urbana, Illinois 61801 ($.10).
PUB DATE - 70 9p.

DESCRIPTORS - RESOURCE MATERIALS; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; UNITS OF STUDY (SUBJECT FIELDS); PLANT GROWTH; *PLANT PROPAGATION; *PLANT SCIENCE
IDENTIFIERS - *POINSETTIAS

ABSTRACT - Prepared by an assistant professor of agricultural education, this student reference is for use in high school or post-high school classes studying production agriculture. Contents of the 1- to 2-hour unit provide information on poinsettia plants both during and after the Christmas season, including suggestions on soil types, temperature, watering, fertilizing, and pest control, as well as instructions on starting new plants from cuttings from the original. The bulletin is illustrated with diagrams and photographs. (AW)

VT 011 556
Hamilton, John
Vocational and Technical Forestry in California Community Colleges.

Lassen Coll., Susanville, Calif.
California Community Colleges. Office of the Chancellor.
MF AVAILABLE IN VT-ERIC SET.
Division of Vocational Education, Office of the Chancellor, California Community Colleges, 825 Fifteenth Street, Sacramento, California 95814.
PUB DATE - ND 38p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *COLLEGE CURRICULUM; *FORESTRY; *COURSE DESCRIPTIONS; *TECHNICAL EDUCATION; FORESTRY OCCUPATIONS; CURRICULUM PLANNING;

CURRICULUM DEVELOPMENT; POST SECONDARY EDUCATION; COURSE OBJECTIVES; COMMUNITY COLLEGES; JOB ANALYSIS; EMPLOYMENT OPPORTUNITIES

ABSTRACT - To help California Community Colleges prepare post-high school students for job entry and provide improved skills for promotion, this curriculum for Vocational and Technical Forestry Education was developed by Lassen College in consultation with members of California community colleges. The content includes job analysis, 42 course descriptions, employment opportunities, as well as guidelines for preservice and inservice programs and for developing technical education programs. The suggestions for curriculum programs include several options at four levels: (1) Inservice Training, (2) Pre-Technical Program, (3) Vocational Certificate (1 year), and (4) A.A. or A.S. Degree and Technician Certificate (2 years). Recommended publications and employment announcements are appended. (GB)

VT 011 572
Hine, Quentin A., And Others
Management of Forest Resources for Multiple Use: Teacher's Guide for the Student Resource Unit, Teacher Education Series, Volume 11, Number 2t.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Pennsylvania Forestry Association, Mechanicsburg
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, The Pennsylvania State University, University Park, Pennsylvania 16802 ($1.25).
PUB DATE - 70 33p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *FORESTRY OCCUPATIONS; *UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL GUIDANCE; *CONSERVATION EDUCATION; NATURAL RESOURCES; EMPLOYMENT OPPORTUNITIES; GRADE 9; GRADE 10; RESOURCE MATERIALS

ABSTRACT - Teachers of ninth and tenth grade students may use this guide in planning and teaching about forest resources for occupational and general educational purposes. Prepared by a teacher of agriculture and staff members of the Pennsylvania State University Agricultural Education Department, the guide is intended to encourage students to get further education in forest resources, or to prepare students for employment in forestry oriented occupations upon graduation from high school. Sections are: (1) Introduction and Employment Opportunities, (2) Forest Tree Production, (3) Forest Regeneration, (4) Care and Improvement of Forests, (5) Specific Management Practices for Marketable Products, (6) Management Practices for Conservation, Wildlife, and Recreation, and (7) Management Services Available to the Forest Landowner. Each problem area outlines student objectives, study questions, resource materials, and suggested teacher preparation and teaching-learning activities. A bibliography of resource materials includes publications, charts, transparencies, films, and slides. The student resource unit is available as VT 011 573 (also in this issue). (GB)

VT 011 573
Hine, Quentin A.; Hoover, Norman K.
Management of Forest Resources for Multiple Use; Student Resource Unit. Teacher Education Series, Volume 11, Number 2s.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education.
Pennsylvania Forestry Association, Mechanicsburg
MF AVAILABLE IN VT-ERIC SET.
The Pennsylvania State University, 101 Agricultural Education Building, University Park, Pennsylvania 16802 ($1.75).
PUB DATE - 70 127p.

DESCRIPTORS - *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY OCCUPATIONS; *CONSERVATION EDUCATION; OCCUPATIONAL GUIDANCE; NATURAL RESOURCES; EMPLOYMENT OPPORTUNITIES; GRADE 9; GRADE 10

ABSTRACT - This unit was prepared by a teacher of agriculture and staff members of the Department of Agricultural Education, Pennsylvania State University to provide a study text for ninth and tenth grade students. Job descriptions for forestry-related occupations and phases of forestry management are provided. Problem areas include: (1) Introduction and Employment Opportunities, (2) Tree Growth, Identification, and Adaptation, (3) Forest Regeneration, (4) Care and Improvement of Woodlands, (5) Specific Management Practices for Marketable Products, (6) Management Practices for Conservation, Wildlife, and Recreation, and (7) Management Services Available to the Forest Landowner. Although statistical data is for Pennsylvania, information for other states can be substituted. The teacher's guide for this unit is available as VT 011 572 (also in this issue). (GB)

VT 011 597
Courson, R.L.
Producing Poinsettias Commercially.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
VAS 5013
Vocational Agriculture Service, 434 Mumford Hall, Urbana, Illinois 61801 ($.15).
PUB DATE - 70 13p.

DESCRIPTORS - *STUDY GUIDES; *AGRICULTURAL EDUCATION; *FLORICULTURE; PLANT PROPAGATION; TRANSPLANTING; PLANT SCIENCE; PLANTING; PLANT GROWTH; NURSERIES (HORTICULTURE); *UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended for students and adults in production agriculture, this subject-matter unit was prepared by staff of Vocational Agriculture Service at the University of Illinois for use as a student text and reference. Topics are: (1) poinsettia varieties, (2) growing stock plants for cuttings, (3) propagating new plants from stock plants, (4) transplanting rooted cuttings, (5) timing plants for Christmas flowering, (6) common problems in growing poinsettias, and (7) preparing the plants for sale. Pictures and diagrams are used for illustrative purposes. (GB)

VT 011 609
Courson, R.L.
Planning and Operating a Garden Center.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, Urbana, Illinois 61801 ($.30).
PUB DATE - 70 25p.

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *UNITS OF STUDY (SUBJECT FIELDS); *ORNAMENTAL HORTICULTURE; RESOURCE MATERIALS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; FLORICULTURE; GREENHOUSES; NURSERIES (HORTICULTURE); *AGRICULTURAL PRODUCTION

ABSTRACT - Prepared by an assistant professor of agricultural education, this student text and reference is for use in high school or adult classes studying production agriculture. Contents cover four subject areas: (1) general information on types of garden centers and their services, (2) selection of location and facilities, (3) marketing, and (4) recordkeeping. The material may be covered in from 2 to 8 clock hours. (AW)

VT 011 768
Program Justification for a Vocational-Technical Course in Irrigation Technology.

Garden City Community Junior Coll., Kans.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *COMMUNITY COLLEGES; *CURRICULUM GUIDES; *TECHNICAL EDUCATION; CURRICULUM DESIGN; AGRICULTURAL ENGINEERING; *AGRICULTURAL OCCUPATIONS; COURSE CONTENT; COURSE DESCRIPTIONS; COURSE EVALUATION

ABSTRACT - To meet the needs of students and the businesses in which they will be employed, this curriculum outline is designed for the Garden City, Kansas area and other similar areas requiring post-high school programs of irrigation technology. The outline includes the units of instruction and number of clock hours to be covered over a 2-year period. Contents are: (1) Brief Course Description, (2) Evaluation of Course, (3) Outline of Equipment Required, (4) Statement of Lab or Market Survey, and (5) Summary of Employee Survey Table. (GB)

VT 011 829
Basic Curriculum Guide for Production Agriculture in Texas.

Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Services, Agricultural Education Dept., Texas Agricultural and Mechanical University, College Station, Texas 77843 ($.50).
PUB DATE - Nov69 20p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *SECONDARY GRADES; *AGRICULTURAL PRODUCTION; *HIGH SCHOOL CURRICULUM; ANIMAL SCIENCE; PLANT SCIENCE; SOIL SCIENCE; AGRICULTURAL ENGINEERING; FARM MANAGEMENT; SUPERVISED FARM PRACTICE; LEADERSHIP

ABSTRACT - Intended for local administrators and vocational agriculture teachers in planning an instructional program of production agriculture, this curriculum guide outlines eight areas of instruction covering 4 years of vocational agriculture. Areas are: (1) Introduction to Agriculture, (2) Animal Science, (3) Soil Science, (4) Plant Science, (5) Agricultural Mechanics, (6) Agricultural Management, (7) Supervised Experience Programs and Records, and (8) Leadership. This guide was prepared by a state advisory committee appointed by the Texas Education Agency. A related document is available as VT 010 459, Instructional Materials for Vocational Agriculture I (also in this issue). (GB)

VT 011 881
Combines and Combining.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.75).
PUB DATE - 70 112p.

DESCRIPTORS - *HARVESTING; *AGRICULTURAL EDUCATION; *TEXTBOOKS; *AGRICULTURAL MACHINERY; INSTRUCTIONAL AIDS; SLIDES; AGRICULTURAL ENGINEERING; ILLUSTRATIONS; DIAGRAMS; CHARTS

ABSTRACT - Developed by the Ohio Agricultural Education Curriculum Material Service to assist vocational agriculture students in gaining knowledge about combines, this manual suggests teaching procedures and student experiences for the classroom, the agricultural mechanics shop, and field trips to farms and implement dealers. Topics are: (1) The Value of Doing a Good Job of Combining, (2) The Basic Design of the Combine, (3) Operation of the Combine, and (4) Economics of Owning a Combine. Numerous diagrams and illustrations are presented, and, in addition, a set of 39 2x2 color slides illustrating the operation and design of the combine and a sample 50-question examination and key may be obtained from the source of availability indicated for this document. This document is a revision of VT 005 461 which appeared in AIM Fall 1968. (GB)

VT 011 883
Weed Control Transparencies.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service.
DOCUMENT NOT AVAILABLE FROM EDRS.
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($6.75).
PUB DATE - 70 47p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INSTRUCTIONAL AIDS; *TRANSPARENCIES; *WEEDS; PLANT SCIENCE
IDENTIFIERS - *WEED CONTROL

ABSTRACT - Containing 46 weed control transparencies, transparency masters, and an explanatory material for each transparency, this instructional aid was developed by the Ohio Agricultural Education Curriculum Materials Service for use in weed control instruction. (GB)

VT 011 885
Lewis, Wiley B.
Individual Study Guide for Drying Corn on the Farm.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
AGDEX 111/736
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.75).
PUB DATE - 70 144p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *STUDY GUIDES; *CORN (FIELD CROP); *PRESERVATION; AGRICULTURAL PRODUCTION; BIBLIOGRAPHIC CITATIONS; COURSE OBJECTIVES; ILLUSTRATIONS

ABSTRACT - Intended to assist agriculture students in determining the need for drying corn on the farm and to understand and apply the principles of corn drying under practical situations, this study guide was prepared by an individual in the Ohio Agricultural Education Curriculum Materials Service. Topics are: (1) Importance of Drying Corn, (2) Moisture Content of Corn, (3) Principles of Drying Corn, (4) Drying Ear Corn, (5) Drying Shelled Corn, (6) Items Associated with a Drying System, (7) Aeration, (8) Dryeration, and (9) Drying Corn in a Materials Handling System. Included in each unit are activity sheets, information sheets, answer sheets, references, and suggestions for using the study guide. (GB)

VT 011 886
Poultry Judging.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
AGDEX 450/46
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($.40).
PUB DATE - 70 23p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *SECONDARY GRADES; *STUDY GUIDES; *AGRICULTURAL PRODUCTION; ANIMAL SCIENCE
IDENTIFIERS - POULTRY; *POULTRY JUDGING

ABSTRACT - Intended for vocational agriculture students and teachers in preparing for poultry judging contests, this individually authored manual describes the nature of the contest as well as the key points to look for in judging birds and eggs. In addition to the discussion of various judging categories, a supplemental reference list is provided. (GB)

VT 011 887
Individual Study Guide on Electrical Systems for Spark-Ignition Engines.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service
MF AVAILABLE IN VT-ERIC SET.
AGDEX-763
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.50).
PUB DATE - 70 212p.

DESCRIPTORS - *STUDY GUIDES; *ELECTRICAL SYSTEMS; *AGRICULTURAL MACHINERY; AGRICULTURAL EDUCATION; POWER MECHANICS; INDIVIDUAL INSTRUCTION; TEACHING METHODS; *AGRICULTURAL MACHINERY OCCUPATIONS

ABSTRACT - This indIvidual study guide, designed to help the student in advanced farm power courses solve the problems that he may encounter when working with gasoline engines, could also be used as a basis for group study and practical application. The teacher plays an important part in directing the study and program of the student using this guide. It contains information on the principles, operation, and maintenance of the electrical systems of all types of agricultural equipment. The activity sheets tell the student what to read, what questions to answer, and what project sheets to complete while the information sheets contain the basic information that the student should know. Answer sheets, project sheets, and a bibliography are given. The document is profusely illustrated with line drawings and photographs. (GR)

VT 011 889
Lewis, Wiley B.
Corn Pickers and Picking Corn.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 111/745
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.85).

PUB DATE - 70 141p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *TEXTBOOKS; *AGRICULTURAL MACHINERY; *CORN (FIELD CROP); HARVESTING; AGRICULTURAL SAFETY; EDUCATIONAL OBJECTIVES; ILLUSTRATIONS; DIAGRAMS
IDENTIFIERS - *CORN PICKER

ABSTRACT - To assist vocational agriculture students in gaining knowledge about corn pickers and picking corn, this manual was developed by the Ohio Agricultural Education Curriculum Materials Service. The manual includes suggested teaching procedures, illustrations, diagrams, and student experiences which may be conducted in the classroom or agricultural mechanics shop, and on field trips to farms and implement dealers. Topics are: (1) The Value of Doing a Good Job of7Picking Corn, (2) The Basic Design of the Corn Picker, (3) Operation of the Corn Picker, (4) Economics of Corn Picker Ownership, and (5) Safety Tips. Appended is an explanation of speed adjustments on the corn picker. (GB)

VT 011 921
Lambert, Roger H., Ed.; Meaders, O. Donald, Ed.
Guidelines: Individualizing Instruction in Agriculture.

Michigan State Univ., East Lansing. Dept. of Secondary Education.
Michigan State Dept. of Education, Lansing. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun70 49p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *INDIVIDUALIZED INSTRUCTION; *AGRICULTURAL OCCUPATIONS; *GUIDELINES; *INDIVIDUAL INSTRUCTION; TEACHING TECHNIQUES; SECONDARY GRADES; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Intended to serve as a guide for planning instruction which will meet the needs of various individuals enrolled in the same class or program, these guidelines for individualizing instruction were developed by the agricultural education staff at Michigan State University using teachers of agriculture to test various approaches to individualizing instruction. The major parts are: (1) Individualized Instruction Described, (2) Developing Individualized Instruction, and (3) The Guidelines in Perspective--An Overview and Synthesis. Appended are a selected bibliography and an example of how units are organized and might be used. (GB)

VT 011 924
Gadda, H.W.
Individualized Instructional Problems for Teaching FFA Work--14 Problem Areas.

South Dakota State Univ., Brookings. Dept. of Agricultural Education.
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, South Dakota State University, Brookings, South Dakota 57006 (single copies without charge).
PUB DATE - Oct70 52p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *INDIVIDUALIZED INSTRUCTION; *PROBLEMS; INDIVIDUAL INSTRUCTION; CLASSROOM TECHNIQUES; TEACHING TECHNIQUES; BIBLIOGRAPHIC CITATIONS; *STUDENT ORGANIZATIONS
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - Intended to help vocational agriculture instructors in individualizing classroom teaching in regard to the FFA, this guide was developed by staff of the Agricultural Education Department at South Dakota University. Contents include a compilation of objectives, introductions, procedural learning activities, references, and tests on 14 problem areas on FFA which are contained in the "Advisor's Teaching Guide on FFA." (GB)

VT 011 944
Resource Unit on Livestock Production Management for Core Curriculum. Resource Unit Number Four.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 27p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *ANIMAL SCIENCE; AGRICULTURAL PRODUCTION; *LIVESTOCK; *MANAGEMENT; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC

CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on livestock production management is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (all in this issue). (GB)

VT 011 945
Resource Unit on Livestock Feeding for Core Curriculum. Resource Unit Number Three.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 30p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *ANIMAL SCIENCE; *LIVESTOCK; *NUTRITION; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on livestock feeding is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 946
Resource Unit on Livestock Health for Core Curriculum. Resource Unit Number Two.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 22p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *ANIMAL SCIENCE; *LIVESTOCK; *HEALTH; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on livestock health is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 947
Resource Unit on Livestock Selection for Core Curriculum. Resource Unit Number One.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 41p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *LIVESTOCK; *SELECTION; *ANIMAL SCIENCE; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on livestock selection is one in a series of documents for a core curriculum developed by the agricultural education service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and

main points to be considered. Other resource units in the series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 948
Resource Unit on Electric Power for Core Curriculum. Resource Unit Number Thirteen.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 33p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *ELECTRICITY; *AGRICULTURE; *AUTOMATION; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit o011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue).n electricity and electronic power is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT (GB)

VT 011 949
Resource Unit on Power and Machinery for Core Curriculum. Resource Unit Number Twelve.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 44p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *AGRICULTURAL MACHINERY; *AUTOMATION; *POWER MECHANICS; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on power and machinery in agricultural mechanization is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 950
Resource Unit on Farm-Firm Records for Core Curriculum. Resource Unit Number Fourteen.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 53p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *BUSINESS; *FARM MANAGEMENT; *RECORDKEEPING; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on farm records is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 951
Resource Unit on Future Farmers of America Organization for Core Curriculum. Resource Unit Number Fifteen.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 21p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *LEADERSHIP; *ORGANIZATION; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on the Future Farmers of America organization is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 952
Resource Unit on Personal Growth and Development Through the FFA for Core Curriculum. Resource Unit Number Sixteen.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 38p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; LEADERSHIP; *DEVELOPMENT; *PERSONAL GROWTH; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS
IDENTIFIERS - *FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on personal growth and development through the FFA is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 953
Resource Unit on Supervised Occupation Experience Programs for Core Curriculum. Resource Unit Number Seventeen.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 41p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *WORK EXPERIENCE PROGRAMS; *SUPERVISED FARM PRACTICE; CORE CURRICULUM; AGRICULTURAL OCCUPATIONS; COURSE OBJECTIVES; *COOPERATIVE EDUCATION; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - n supervised occupation experience programs is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 954
Resource Unit on Career Opportunities in Agriculture for Core Curriculum. Resource Unit Number Eighteen.

Arizona Univ., Tucson. Dept. of Agricultural Education.

Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 16p.

DESCRIPTORS - *RESOURCE UNITS; *VOCATIONAL AGRICULTURE; *AGRICULTURE; *CAREER OPPORTUNITIES; *GUIDANCE; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on career opportunities in agriculture is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 955
Resource Unit on Weeds for Core Curriculum. Resource Unit Number Eight.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 22p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *WEEDS; *PLANT SCIENCE; *BOTANY; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on weeds in plant science is one in a series of documents for a core curriculum developed by the agricultural education service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resources in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 956
Resource Unit on Insects for Core Curriculum. Resource Unit Number Seven.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 20p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *ENTOMOLOGY; *PLANT SCIENCE; *INSECTICIDES; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on insects in the plant science area is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 971
Resource Unit on Soils for Core Curriculum. Resource Unit Number Ten.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 26p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *SOIL SCIENCE; *LAND USE; *CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on soils and land capabilities is one in a series of documents for 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GBa core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. other resource units in this series are available as VT 011)

VT 011 972
Resource Unit on Plant Disease for Core Curriculum. Resource Unit Number Six.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 18p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *PLANT SCIENCE; *DISEASES; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS; *PLANT PATHOLOGY

ABSTRACT - Prepared for vocational agriculture teachers, this research unit on plant disease is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 973
Resource Unit on Plant Growth and Development for Core Curriculum. Resource Unit Number Five.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 39p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *PLANT SCIENCE; *PLANT GROWTH; *DEVELOPMENT; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on plant growth and development is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 974
Resource Unit on Plant Production Management for Core Curriculum. Resource Unit Number Nine.

Arizona Univ., Tucson. Dept. of Agricultural Education.
Arizona State Dept. of Vocational Education, Phoenix. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 36p.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *PLANT SCIENCE; *AGRICULTURAL PRODUCTION; *MANAGEMENT; CORE CURRICULUM; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; SECONDARY GRADES; INSTRUCTIONAL AIDS

ABSTRACT - Prepared for vocational agriculture teachers, this resource unit on plant production management is one in a series of documents for a core curriculum developed by the Agricultural Education Service of Phoenix, Arizona and the Agricultural Education Department of the University of Arizona. Included are concepts to be taught, unit objectives, suggested references, teaching aids list, and suggested student activities. The material is presented in the form of questions and problems with the

answers and main points to be considered. Other resource units in this series are available as VT 011 944-VT 011 956 and VT 011 971-VT 011 974 (also in this issue). (GB)

VT 011 981
Vocational Agriculture I; A Curriculum Guide, 9th Grade.

Oklahoma State Board of Vocational and Technical Education, Stillwater. Div. of Vocational Agriculture Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 352p.

DESCRIPTORS - *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; GRADE 9; COURSE CONTENT; CAREER PLANNING; LEADERSHIP; ANIMAL SCIENCE; PLANT SCIENCE; SOIL SCIENCE; *SUPERVISED FARM PRACTICE; AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY

ABSTRACT - To provide a basic core of vocational agriculture instruction in Oklahoma and to help teachers improve instruction in Vocational Agriculture I, this guide was developed through the Oklahoma State Board of Vocational and Technical Education by vocational agriculture teachers, the College of Agricultural Education, and the State Department of Agriculture. Sections are: (1) Careers and Orientation, (2) Leadership, (3) Supervised Farm Training, (4) Animal Science, (5) Plant and Soil Science, and (6) Agricultural Mechanics. The instructional units are designed to account for 60 percent of an instructor's time; 40 percent should be developed by the instructor to meet demands of the local community. Included in each section are objectives, suggested activities, transparency masters, information sheets, job sheets, references, quizzes, and answers to quizzes. (GB)

VT 011 982
Nix, Phillip S.
Perennial and Temporary Pasture Grasses for Improved Pastures; Pasture Management Guidelines.

Texas A and M Univ., College Station.
Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station. Texas 77843 ($1.20).
PUB DATE - ND 61p.

DESCRIPTORS - *CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; AGRONOMY; PLANTING; COURSE CONTENT; PLANT SCIENCE; BIBLIOGRAPHIC CITATIONS; SLIDES
IDENTIFIERS - *PASTURES

ABSTRACT - Developed for use by vocational agriculture teachers in teaching pasture management, this individually authored booklet deals with perennial and temporary pasture grasses with particular attention to Texas. Contents are: (1) Lesson Plan Outline, (2) Areas of Plant Adaptability in Texas, (3) Pasture Plants Listed by Area, (4) Plants for Improved Permanent Pastures, (5) Recommendations for Seeding, (6) Recommended Grass Mixtures, (7) Summer Temporary Pasture Plants, (8) Winter Temporary Pasture Plants, and (9) Small Grains Supplement. A slide set and script entitled "Identification of Perennial and Temporary Pasture Grasses for Improved Pastures" for use with this material are available from the source of availability listed above. Appended are numerous references available from the University. (GB)

VT 011 983
Cooperative Part-Time Training in Vocational Agriculture. Teachers Handbook.

Texas Education Agency, Austin.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($1.80).
PUB DATE - Jun70 120p.

DESCRIPTORS - *PROGRAM GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *COOPERATIVE PROGRAMS; *WORK EXPERIENCE; HIGH SCHOOLS; COURSE DESCRIPTIONS; JOB TRAINING; SECONDARY GRADES

ABSTRACT - To assist administrators, vocational agriculture teachers, and area supervisors of vocational agriculture, this handbook on establishing and carrying out cooperative training programs in vocational agriculture was developed by the Texas Education Agency. Contents are: (1) Cooperative Part-Time Training, (2) Establishing a

Cooperative Course, (3) Minimum Standards for Unit Allocation, (4) Selecting Students, (5) Selecting Training Stations, (6) Placing Students, (7) Employer-Employee Agreements, (8) The Advisory Committee, (9) Teaching Materials, (10) Teacher Visits to Trainer Stations, (11) Student Evaluation, (12) Cooperative Part-Time Training and the FFA, (13) Teaching Related Instruction, (14) Public Relations, (15) Reports, and (16) Labor Laws. Appended is a suggested calendar of events. (GB)

VT 012 000
Essentials of Competitive Livestock Marketing.

Texas A and M Univ., College Station.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($1.10).
PUB DATE - ND 56p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; *LIVESTOCK; *MARKETING; GLOSSARIES; *AGRICULTURAL PRODUCTION

ABSTRACT - Intended for persons who need an understanding of competitive livestock marketing, this publication was prepared by the Texas A and M University with the assistance of members of the American Stock Yards Association. Topics are: (1) What Determines the Price of Livestock, (2) Characteristics of a Satisfactory Livestock Market, (3) Functions and Responsibilities of Livestock Markets, (4) Producer Responsibility, (5) The Packers and Stockyards Act, (6) Evaluation of Market Livestock as Affected by the Animals, (7) Federal Grading, (8) Interpretation of Market Reports, and (9) Costs of Livestock Marketing. Appended is a glossary of terms and definitions. (GB)

VT 012 001
Farm Electrification Lesson Plans; Wiring and Safety.

Texas A and M Univ., College Station.
Texas Education Agency, Austin. Vocational Agricultural Education Div.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($1.75).
PUB DATE - 67 95p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *LESSON PLANS; *AGRICULTURAL ENGINEERING; *ELECTRICITY; *SAFETY; TRANSPARENCIES; SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - The lesson plans in this publication have been prepared to assist vocational agriculture teachers with instruction for school youth, young farmers, and adult farmers in the basic fundamentals and skills of electrical wiring and electrical safety. The material was developed by staff members of the Agricultural Education Department and the Agricultural Engineering Department of Texas A and M University in cooperation with teachers of vocational agriculture, personnel with the electric power companies in Texas, and staff of the Texas Education Agency. Contents are: (1) Fundamentals of Electricity, (2) Electrical Safety, (3) Splices and Connections, (4) Selecting Wire Sizes, (5) Wiring Materials, (6) Planning the Wiring Layout, and (7) Practice Wiring. Numerous transparency masters are included. (GB)

VT 012 002
Suggested Basic Course Outline for Agricultural Machinery Service and Repair.

Texas Education Agency, Austin. Vocational Program Development, Evaluation, and Coordination.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($2.80).
PUB DATE - Aug66 146p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY; *CURRICULUM GUIDES; *REPAIR; COURSE OBJECTIVES; BIBLIOGRAPHIC CITATIONS; FILMS; FILMSTRIPS

ABSTRACT - Prepared for vocational agriculture teachers in agricultural machinery instruction by the Texas Education Agency, this course outline covers basic skills and technical information and should be supplemented with other necessary areas of instruction for developing a detailed course of study. Contents are: (1) Introduction, (2) Internal Combustion Engines, (3) Lubricants and Lubricating Systems, (4) Fuel

Systems, (5) Cooling System, (6) Electrical System, (7) Engine Testing and Tune-Up, (8) The Power Train, (9) Braking System, (10) Steering Systems, (11) Wheels and Tires, (12) Hydraulics, (13) Reconditioning Body Parts, (14) Soil Tillage Equipment, (15) Planting Equipment, (16) Weed Control Equipment, (17) Sprayers and Dusters, (18) Fertilizers, (19) Harvesting Equipment, and (20) Special Equipment. Appended are a bibliography, tractor manufacturers addresses, visual aids list, supply list, and a tool and equipment list. (GB)

VT 012 316
Reid, Richard A.
Profit-Maximizing Principles. Instructional Units for Vocational Agriculture.

Ohio State Univ., Columbus. Dept. of Agricultural Education.
Ohio State Dept. of Education, Columbus. Agricultural Education Service.
MF AVAILABLE IN VT-ERIC SET. OEC-3-7-068763-1949 08
AGDEX/810 BR-6-8763
Ohio Agricultural Education Curriculum Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.00).
PUB DATE - Sep70 127p.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *TEACHING GUIDES; HIGH SCHOOLS; HIGH SCHOOL STUDENTS; BIBLIOGRAPHIC CITATIONS; CONCEPT TEACHING

ABSTRACT - To assist teachers of vocational agriculture with instruction on basic economic principles as applied to farm business management, this teacher's manual is the result of a cooperative effort of the Agricultural Education Department of The Ohio State University, the Ohio State Department of Education, and the U.S. Office of Education. The instructional units were field-tried and evaluated by 16 vocational agriculture teachers. Contents are: (1) Introduction, (2) Diminishing Returns, (3) Fixed-Variable Costs, (4) Substitution, (5) Opportunity Costs, (6) Combination of Enterprises, and (7) Time Relationships. Term definitions, objectives, tables, illustrations, suggested teacher activities, student exercises, quizzes, and references are presented. This document is a revision of ED 014 552 or VT 002 024 (AIM Spring 1968). (GB)

VT 012 344 ED 045 848
Ornamental Horticulture Technology; Suggested 2-Year Post High School Curriculums.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
OE-81017
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE5.281:81017, $1.75).
PUB DATE - 70 216p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; FLORICULTURE; LANDSCAPING; TURF MANAGEMENT; NURSERIES (HORTICULTURE); NURSERY WORKERS (HORTICULTURE); POST SECONDARY EDUCATION; OFF FARM AGRICULTURAL OCCUPATIONS

ABSTRACT - Developed by a technical education specialist, this guide is designed to aid school administrators in planning and developing 2-year post-high school programs or evaluating existing programs in ornamental horticulture technology. In addition to general information on the program, contents include course outlines with examples of texts and references, technical education procedures, and laboratory layouts with equipment and costs and land requirements for five subject areas: (1) floriculture, (2) landscape development, (3) nursery operation, (4) turfgrass management, and (5) arboriculture. A selected list of scientific, trade, and technical societies concerned with the technology is appended. The suggested program may be modified to meet local, state, and regional needs. (AW)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 011 645
Bookkeeping and Accounting I and Bookkeeping and Accounting II Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development.
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Albany, New York 12224 (Single copies available for $.50).
PUB DATE - 70 69p.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE DESCRIPTIONS; *BOOKKEEPING; OFFICE OCCUPATIONS; COURSE OBJECTIVES; *COURSE CONTENT; *INSTRUCTIONAL MATERIALS; SECONDARY SCHOOLS

ABSTRACT - This course outline was prepared by a state syllabus committee to reflect current needs and philosophy regarding course content for high school bookkeeping. Special attention was given to the needs of those students planning to enter the labor market upon graduation and to the necessity of teaching basic concepts and interpretations as well as procedures. Introductory material offers suggestions for administering the course, sources of supplementary materials, and a list of data processing references. The syllabus provides teaching suggestions, estimated teaching time, course objectives, content outlines, and an appendix of flow charts. (JS)

VT 011 716
Career Information: Business and Office Occupations.

American Vocational Association, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Publication Sales, American Vocational Association, 1510 H Street, N.W., Washington, D.C. 20005 ($.60).
PUB DATE - 70 31p.; Drawn from masters thesis submitted to Northern Illinois University.

DESCRIPTORS - *BIBLIOGRAPHIES; *OFFICE OCCUPATIONS; *BUSINESS EDUCATION; *RESOURCE MATERIALS; DIRECTORIES; *OCCUPATIONAL INFORMATION; CAREER PLANNING; OCCUPATIONAL GUIDANCE

ABSTRACT - Prepared for guidance and office education personnel, this bibliography contains a copy of every known career publication in office occupation available from September 1968 to April 1969. Arranged in a tabular format and using the Office of Education Instructional Program Classification, the documents are grouped into 12 categories including (1) accounting, (2) data processing, (3) filing and office practice, (4) typing, and (5) general career publications concerning career selection. The entries in the tables are further grouped as being highly recommended, recommended, or useful and include data pertaining to the (1) title and source of publication, (2) type, (3) publication date, (4) number of pages, (5) price, (6) vocabulary level, and (7) National Vocational Guidance Association percentile rating. Also included in this bibliography is information on career monographs, reference materials, and a directory of publishers. The content of this report was drawn from a 1969 thesis entitled "Identification and Evaluation of Published Career Information in Distributive and Office Occupations," Northern Illinois University. A related document on marketing and distribution is available as VT 011 717 (also in this issue). (JS)

VT 011 750
Borkowski, Mildred V.
Library Technical Assistant Program; A One Year Curriculum Guide.

Macomb County Community Coll., Warren, Mich.
MF AVAILABLE IN VT-ERIC SET.
Acquisition Librarian, Macomb County Community College, Center Campus, 16500 Hall Road, Mt. Clemens, Michigan 48043 ($1.00).
PUB DATE - Jun67 17p.

DESCRIPTORS - *CURRICULUM GUIDES; OFFICE OCCUPATIONS EDUCATION; BUSINESS EDUCATION; *BUSINESS SKILLS; *LIBRARY TECHNICIANS; SUBPROFESSIONALS; *LIBRARY SKILLS; *LIBRARY EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - Prepared by an assistant librarian, this guide is for teacher use in planning and presenting a 1-year, 2-semester post-high school program combining general business and office skills with basic library science skills to prepare nonprofessional library technical assistants. Brief introductory information is followed by a course outline for the suggested program, including subject content to be covered, course

hours, and semester to be taught. Teaching suggestions and suggested textbooks, equipment, and reading materials are also provided. (AW)

VT 011 803
Automatic Data Processing Orientation Training.

Department of the Air Force, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AFP50-45
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D301.35:50-45, $.45).
PUB DATE - 29May68 53p.

DESCRIPTORS - *BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; *PROGRAMED INSTRUCTION; INDIVIDUALIZED INSTRUCTION; *ELECTRONIC DATA PROCESSING; *MANAGEMENT DEVELOPMENT; SYSTEMS DEVELOPMENT; PROGRAMED UNITS; OFFICE OCCUPATIONS EDUCATION; *PROGRAMED TEXTS

ABSTRACT - Using the programed instruction technique this Air Force pamphlet provides training material on the electronic processing of data for supervisors and managers of departments other than the data processing department. The pamphlet is designed to teach (1) the functions of components within an electronic data processing system, (2) the basic procedures concerning electronic data processing, and (3) the phases involved in designing an automated data system. Use is made of review questions, pictures, and flow charts to supplement the material in each of these chapters: (1) Introduction, (2) Electronic Data Processing Systems, (3) Automatic Data Processing, (4) Computer Program Flow Charts, and (5) Automated Data Systems. (AUTHOR/JS)

VT 011 835
Club Handbook; Tentative Guidelines for Operation.

Office Education Association, Columbus, Ohio. Ohio Association.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 64p.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *COCURRICULAR ACTIVITIES; *TEACHER ROLE; *YOUTH CLUBS; *GUIDELINES; SUPERVISORY ACTIVITIES; STUDENT ORGANIZATIONS; NATIONAL ORGANIZATIONS

ABSTRACT - As part of his teaching assignment, the office education teacher may be asked to establish and/or promote a local chapter of the Office of Education Association. To help him with this understanding, a special workshop of Ohio teachers and students developed this club handbook which includes: (1) guiding principles for working with youth organizations in vocational education, (2) an organization chart of the Ohio Association, (3) a regional map of Ohio, (4) state, local and national organization procedures, and (5) general information concerning publicity, oaths of office, and ceremonies. Copies of the state and national constitutions and suggestions concerning club management are also provided in this handbook. (JS)

VT 011 837
Training Plans for Cooperative Office Education. Bulletin 19.

Ohio State Dept. of Education, Columbus. Business and Office Education Service.
Kent State Univ., Ohio.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul70 51p.

DESCRIPTORS - *MANUALS; *PROGRAM PLANNING; *INSTRUCTOR COORDINATORS; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; TRAINING OBJECTIVES; PROGRAM COORDINATION; EMPLOYER EMPLOYEE RELATIONSHIP; BUSINESS EDUCATION; ON THE JOB TRAINING

ABSTRACT - To assure the success of the Cooperative Office Education (COE) Program, training plans must be used to coordinate activities. This plan will serve as a guide to the employer to aid in planning on-the-job experiences for the student, to the coordinator in planning necessary classroom instruction to supplement on-the-job training, and to the student in projecting his career objective. The material in this plan was tested and criticized by coordinators and subsequently revised by the committee. Included are instructions for completing training plans as well as training plan forms and related information for the areas of (1) Bookkeeping, (2) Data Processing, (3) Duplicating Machines, Filing, and General Clerical, (4) Information Communication Occupations, (5) Stenographers and Secretaries, and (6) Typist and Clerk-Typist. (AUTHOR/JS)

VT 011 891
Electronic Business Data Processing Programer Analyst Occupations; Suggested Curricula.

Applied Sciences Associates, Inc., Valencia, Pa.
Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 129p.

DESCRIPTORS - *CURRICULUM GUIDES; PROGRAM GUIDES; *DATA PROCESSING OCCUPATIONS; *DATA PROCESSING; CURRICULUM DEVELOPMENT; BIBLIOGRAPHIES; RESOURCE MATERIALS; *OFFICE OCCUPATIONS EDUCATION; REFERENCE MATERIALS; *COURSE DESCRIPTIONS; BUSINESS EDUCATION

ABSTRACT - Designed to assist vocational educators, teachers, and school administrators in planning, organizing, and operating programs, this curriculum guide provides suggestions for six occupations in business data processing. The included occupations are involved with programing and establishing methods and procedures rather than primarily with the operation of the data-processing machines. Also included in the guide are (1) units on general, specialized, and administrative office occupations, (2) suggested courses of study for the detail programer, the business programer, the chief business programer, the electronic-data processing manager, the system analyst, and the project director, and (3) suggested standards of achievement, visual aids, sources of educational materials, and reference guides and directories. A job description, prerequisites and allocated time are provided along with the topic outlines. (AUTHOR/JS)

VT 012 202
Parfet, James A.
Business English for Business Education Departments in Pennsylvania's Public Schools. Bulletin 278.

Pennsylvania State Dept. of Education, Harrisburg. Bureau of Vocational, Technical, and Continuing Education.
MF AVAILABLE IN VT-ERIC SET.
Office of Information and Publications, Department of Education, Commonwealth of Pennsylvania, Harrisburg, Pennsylvania 17126 ($.75).
PUB DATE - 70 93p.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *TEACHING METHODS; *RESOURCE MATERIALS; *BUSINESS ENGLISH; INSTRUCTIONAL AIDS; HIGH SCHOOLS; COMMUNICATION SKILLS; PROGRAM PLANNING

ABSTRACT - Hoping to promote high standards of competency and to provide quality education, this curriculum guide was prepared by business education and English personnel to meet the needs of business teachers. Specific purposes of the guide are to suggest methods of presenting business English and to provide information that will enable the teacher to develop his own plan of teaching. Chapters included in this guide are as follows: (1) Business English in the High School, (2) Introduction to Language Study, (3) Vocabulary, (4) Grammar, Usage and Mechanics, (5) Written Business Communications, (6) Oral Business Communications, and (7) Observing, Listening and Reading. The appendixes include a list of instructional aids and sources and a table of homonyms and similar words. (AUTHOR/JS)

DISTRIBUTIVE
EDUCATION
SECTION

VT 011 119 ED 043 731
CURRICULUM GUIDE FOR MARKETING.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
OREGON STATE BOARD OF EDUCATION, SALEM.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
THE OREGON STATE BOARD OF EDUCATION, 942 LANCASTER DRIVE, N.E., SALEM, OREGON 97310 ($2.50)
PUB DATE - FEB 70 171P.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; ENTRY WORKERS; MANPOWER NEEDS; *MARKETING; *OCCUPATIONAL CLUSTERS; POST SECONDARY EDUCATION; *PROGRAM GUIDES

ABSTRACT - OREGON IS EMBARKING ON A NEW APPROACH TO SECONDARY EDUCATION, AND THIS MARKETING CURRICULUM GUIDE WAS PREPARED TO ASSIST CURRICULUM SPECIALISTS IN DEVELOPING HIGH SCHOOL, ENTRY-LEVEL EMPLOYMENT PROGRAMS. DEVELOPED IN CONSULTATION WITH REPRESENTATIVES OF INDUSTRY AND EDUCATION, THE GUIDE MAKES EXTENSIVE USE OF THE CLUSTER CONCEPT, MANPOWER DATA, THE DICTIONARY OF OCCUPATIONAL TITLES, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES. INCLUDED WITH THE MARKETING CLUSTER CURRICULUM AND THE OCCUPATIONAL SPECIALITY COURSES ARE INSTRUCTIONAL SPECIFICATIONS FOR 18 AREAS IN TABLE FORMAT, AMONG WHICH ARE TOPICS ON (1) SALESMANSHIP, (2) PRODUCT TECHNOLOGY, (3) MARKET RESEARCH, (4) RECORD KEEPING, (5) MERCHANDISE MATHEMATICS, AND (6) JOB SEEKING. INFORMATION ON FACILITIES AND EQUIPMENT, A SAMPLE QUESTIONNAIRE ON MARKETING TASKS, AND A BIBLIOGRAPHY MAKE UP THE APPENDIXES. (JS)

VT 011 717
Career Information: Marketing and Distribution.

American Vocational Association, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
American Vocational Association, 1510 H Street, N.W., Washington, D.C. 20005 (single copies, $.80).
PUB DATE - 70 33p.; Drawn from a master's thesis submitted to Northern Illinois University.

DESCRIPTORS - *BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *MARKETING; *RESOURCE MATERIALS; DIRECTORIES; *OCCUPATIONAL INFORMATION; CAREER PLANNING; OCCUPATIONAL GUIDANCE

ABSTRACT - Prepared for guidance and distributive education personnel, this bibliography contains a copy of every known career publication in the field of distribution and marketing available from September 1968 to April 1969. Arranged in a tabular format and using the Office of Education Instructional Program Classification, the documents are grouped into 23 categories including: (1) Advertising Services, (2) Automotive, (3) Food Services, (4) Industrial Marketing, (5) Insurance, (6) Petroleum, (7) Transportation, and (8) Wholesale Trade, Other. The entries in the tables are further grouped as being highly recommended, recommended, or useful and include data pertaining to the: (1) title and source of publication, (2) type, (3) publication date, (4) number of pages, (5) price, (6) vocabulary level, and (7) National Vocational Guidance Association percentile rating. Also included iN information on career monographs, reference materials and a directory of publishers. Content for this report was drawn from a 1969 thesis entitled "Identification and Evaluation of Published Career Information in Distributive and Office Occupations," Northern Illinois University. A related document is available as VT 011 716 (also in this issue). (JS)

HEALTH OCCUPATIONS

EDUCATION

SECTION

VT 009 577 ED 034 033
TRAINING METHODOLOGY. PART III: INSTRUCTIONAL METHODS AND TECHNIQUES. AN ANNOTATED BIBLIOGRAPHY. PUBLIC HEALTH SERVICE PUBLICATION NO. 1862, PART III.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (FS2.24:T68/PART III, $1.00)
PUB DATE - 69 109P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; CASE STUDIES (EDUCATION); CONFERENCES; CRITICAL INCIDENTS METHOD; GROUP DISCUSSION; LECTURE; PRACTICUMS; PROGRAMED MATERIALS; ROLE PLAYING; SENSITIVITY TRAINING; SIMULATION; *TEACHING METHODS; *TEACHING TECHNIQUES

ABSTRACT - A TOTAL OF 345 ANNOTATED REFERENCES PERTAINING TO INSTRUCTIONAL METHODS AND TECHNIQUES ARE ORGANIZED UNDER THE FOLLOWING HEADINGS: (1) METHODS AND TECHNIQUES (GENERAL), (2) JOB INSTRUCTION, (3) APPRENTICESHIP, (4) DEMONSTRATION, (5) COACHING, (6) INTERNSHIP, FIELD WORK, SUPERVISED PROFESSIONAL PRACTICE, (7) CORRESPONDENCE STUDY, (8) INDEPENDENT STUDY, READING, (9) PROGRAMED SELF-INSTRUCTIONAL MATERIALS--EVALUATION AND USE, (10) PROGRAMED MATERIALS--SOURCES, (11) LECTURES, PRESENTATION, SPEECHES, (12) GROUP DISCUSSIONS, (13) GROUP MEETINGS (GENERAL), (14) CONFERENCES, (15) OTHER GROUP METHODS AND TECHNIQUES, (16) SIMULATION (GENERAL), (17) CASE METHOD, (18) INCIDENT PROCESS, CRITICAL INCIDENTS, (19) ROLE-PLAYING, (20) IN-BASKETS, (21) SIMULATION AND GAMING IN EDUCATION, (22) SIMULATION AND GAMING IN BUSINESS, (23) SIMULATION IN PUBLIC HEALTH, (24) LABORATORY METHOD OF SENSITIVITY TRAINING, AND (25) TEAM TRAINING AND ORGANIZATION DEVELOPMENT. A SUBJECT INDEX PROVIDES FURTHER ASSISTANCE IN LOCATING ENTRIES. BIBLIOGRAPHIES ON OTHER ASPECTS OF TRAINING METHODOLOGY ARE AVAILABLE AS VT 009 576-VT 009 580. (JK)

VT 011 231
The Role of the Dental Assistant in Patient Information and Instruction on Dental Health Education.

American Dental Assistants Association, Chicago, Ill. Education Committee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 16p.

DESCRIPTORS - *RESOURCE MATERIALS; *STUDY GUIDES; *DENTAL ASSISTANTS; *PARAMEDICAL OCCUPATIONS; HEALTH PERSONNEL; *DENTAL HEALTH

ABSTRACT - In this 12-hour course, dental assistants will learn how to educate patients in preventive dentistry. Contents include: (1) objectives of community dental health programs, (2) objectives of patient education, (3) approaches for achieving patient education, (4) suggestions for communication to achieve patient understanding, (5) areas to be covered in patient education, (6) samples and examples of typical situations in the use of patient education, (7) a sample lesson analysis sheet, including objectives, references, materials, motivation, presentation, application, and evaluation, and (8) a sample procedure sheet for basic techniques, covering materials needed, introduction, instruction, and test. A list of references and of films and slides recommended for use with the course are also provided. (AW)

VT 011 468
Weiss, Robert L.; Swearingen, Roger V.
Chairside Psychology in Patient Education; A Self-Instruction Course.

National Institutes of Health (DHEW), San Francisco, Calif. Dental Health Center.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE20.3108:P95, $1.00).
PUB DATE - 69 204p.

DESCRIPTORS - *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *DENTISTS; *DENTAL HEALTH; DENTAL ASSISTANTS; DENTAL HYGIENISTS

ABSTRACT - Although designed primarily for use by practicing dentists, this programed text also provides dental, dental hygiene, and dental assisting students with useful information in the area of patient education. Contents are divided into two sections with the first concerned with general educational principles and a step-by-step discussion of the educational process, and the second dealing with specific factors influencing the educational process. Format consists of explanatory information

followed by a question to be answered and several alternative responses, with each response followed by the page number on which its evaluation and explanation can be found. A summary and review test with answer pages specified is provided for each section. (AW)

VT 011 555
Ophthalmic Laboratory Technician Curriculum, Research Project.

Erie Community Coll., Buffalo, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 63p.

DESCRIPTORS - *CURRICULUM GUIDES; SURVEYS; *TECHNICAL OCCUPATIONS; QUESTIONNAIRES; COURSE CONTENT; *TEACHING GUIDES; *TECHNICAL EDUCATION; *RESEARCH PROJECTS
IDENTIFIERS - *OPHTHALMIC LABORATORY TECHNICIAN

ABSTRACT - Following a survey of industry to determine the need for technicians and of optical wholesalers to learn what knowledge and skill is expected of technicians, course outlines and lesson plans were developed for a 2-semester course to train ophthalmic laboratory technicians. The course, to be taught in a community college or technical institute, includes general education and work in both the finishing laboratory and surfacing laboratory with teaching time suggested for the various areas. The questionnaire and other instruments developed for this project are included in the appendix. (DM)

VT 011 601
Barton, Roger E.; Wood, Matthew T.
Dental Assisting. Course VI. Laboratory and Technical Application.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 65 166p.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; *LABORATORY TECHNIQUES; ADULT VOCATIONAL EDUCATION

ABSTRACT - This sixth student manual in a seven-course dental assistant training program offered by the University of North Carolina Extension Division and the School of Dentistry, is for use either in residence or by correspondence while employed in a dental clinic or office. The course is designed to develop abilities and proficiencies based on the knowledge obtained in Courses I through V, and allows the student to practice both manipulation of materials and actual procedures. Exercises included provide for manipulation of various types of dental cements, gold alloys, impression materials, waxes, gypsum products, amalgam, and synthetic resins. Techniques to be performed include: (1) pouring and trimming models, (2) fabricating dyes, (3) constructing baseplates, bite rims, and custom trays, and (4) waxing, carving, casting, and finishing inlays and crowns. Also included are 16 detachable assignment sheets which enrolled students send to the Bureau of Correspondence Instruction of the University for grading. The manual supplements the textbook, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 602
Baker, Benjamin R.; Strickland, William D.
Dental Assisting, Course VII, Clinical Application.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 66 123p.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; HEALTH OCCUPATIONS EDUCATION; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; DENTISTRY; *CLINICAL EXPERIENCE

ABSTRACT - This last student manual of a seven-course dental assistant training program

offered by the University of North Carolina Extension Division and School of Dentistry, is for use either in residence or by correspondence while employed in a dental office or clinic. Course content provides practice and experience in the areas of: (1) patient contact in the reception room and operatory, (2) instrument and equipment care and preventive maintenance, (3) sterilization procedures, (4) radiographic film processing and handling, and (5) chairside procedures in the various phases and specializations of dentistry. A section of the dental team in practice, including dentist, assistant, and patient positions, the work area, and hand movements, equipment, and relaxing exercises, as well as an assignment section, with 16 detachable assignment sheets which enrolled students send to the Bureau of Correspondence Instruction of the University for grading are also included. The manual supplements the textbook, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 603
Webster, William P.; Wood, Matthew T.
Dental Assisting. Course III, Preclinical Sciences.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 65 193p.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; DENTISTRY

ABSTRACT - This third student manual in a seven-part dental assistant training series offered as a correspondence and resident program by the University of North Carolina extension Division and the School of Dentistry, provides basic information in the areas of anatomy, dental anatomy and physiology, oral pathology and microbiology, pharmacology, and nutrition, with special emphasis placed on sterilization, disinfection, and first aid as applied in the dental office, including proper handling of emergency equipment and materials. Also included are 48 detachable assignment sheets which enrolled students send to the Bureau of Correspondence Instruction of the University for grading. This manual supplements the textbook, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 604
Palmer, Helon P.
Dental Assisting. Course II, Secretarial Procedures.

North Carolina Univ., Chapel Hill.
Kellogg, (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 64 166p.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; CORRESPONDENCE COURSES; HOME STUDY; BUSINESS SKILLS; ADULT VOCATIONAL EDUCATION; *OFFICE PRACTICE; SECRETARIES

ABSTRACT - This second student manual in a seven-course dental assistant correspondence and resident training program offered by the University of North Carolina Extension Division and the School of Dentistry, provides a review of grammar and punctuation with special emphasis on business aspects, basic typewriting, business forms and letters, business mathematics directed toward dental office management, and secretarial practice including poise and business conduct. Specific information also is given on various tax forms used in dental offices and dental bookkeeping relating to daily accounts, supply ordering, monthly tabulations, etc. Thirty-two assignments, which enrolled students send to the Bureau of Correspondence Instruction of the University for grading, are included. The manual supplements the text, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 605
Braver, John C.
Dental Assisting. Course I, Orientation in the Dental Profession and Office.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 64 139p.

DESCRIPTORS - *STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; ADULT VOCATIONAL EDUCATION; *CORRESPONDENCE COURSES; HOME STUDY

ABSTRACT - This study manual is the first in a seven-course correspondence and resident program offered by the University of North Carolina Extension Division and the School of Dentistry for the education and training of dental assistants. The accredited program provides subject matter and practical experience equivalent to one academic year of study and supplements the textbook, "The Dental Assistant," available from McGraw-Hill Book Company. Content of this first correspondence course includes information on the history, objectives, responsibilities, and functions of dentistry and associated groups, and legal and ethical principles, as well as applied psychology as related to patient and professional conduct, daily business office routines including telephone techniques, and personal health and grooming in accord with the dental office atmosphere. Twenty-four assignments, which enrolled students send to the Bureau of Correspondence Instruction of the University for grading, are also given. A record album, "Dental Vocabulary," providing dental terminology, definitions, and usage, may be obtained from the source of availability cited for this document. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 606
Baker, Benjamin R.; Strickland, William D.
Dental Assisting. Course V, Clinical Sciences.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 66 201p.

DESCRIPTORS - *STUDY GUIDES; HEALTH OCCUPATIONS EDUCATION; *PARAMEDICAL OCCUPATIONS; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; HOME STUDY; ADULT VOCATIONAL EDUCATION; *DENTISTRY

ABSTRACT - Course V in a seven-part dental assistant correspondence and resident program offered by the University of North Carolina Extension Division and the School of Dentistry, this student manual provides background knowledge of dental supplies, instruments, and equipment used in all phases of dentistry, operating procedures of dental assistants, radiographic techniques, office routines not related to chairside duties, and related material in the areas of: (1) oral hygiene, (2) preventive dentistry, (3) pedodontics, (4) operative dentistry, (5) endodontics, (6) orthodontics, (7) oral surgery and anesthesia, (8) crown and bridge prosthodontics, (9) prosthodontics, and (10) periodontics. Also included are 48 detachable assignment sheets which enrolled students send to the Bureau of Correspondence instruction of the University for grading. This manual supplements the text, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (AW)

VT 011 607
Taylor, Duane F.
Dental Assisting. Course IV, Dental Materials and Technical Procedures.

North Carolina Univ., Chapel Hill.
Kellogg (W.K.) Foundation, Battle Creek, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
University of North Carolina Press, Box 2288, Chapel Hill, North Carolina 27514 ($5.00).
PUB DATE - 65 205p.

DESCRIPTORS - *STUDY GUIDES; *PARAMEDICAL OCCUPATIONS; HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; *CORRESPONDENCE COURSES; ADULT VOCATIONAL EDUCATION; HOME STUDY; *DENTISTRY

ABSTRACT - This study manual is the fourth in a seven-part dental assistant correspondence and resident curriculum offered by the University of North Carolina

Division and the School of Dentistry. The purpose of this correspondence course is to provide background information on general composition, working characteristics, purchase routine, storage, and uses of the various dental materials used by the dental assistant in routine office procedures. Introductory material on various techniques and information on coordination between dental practice and the commercial dental laboratory are included, as well as 40 detachable assignment sheets which enrolled students send to the Bureau of Correspondence Instruction of the University for grading. This manual supplements the textbook, "The Dental Assistant," available from McGraw-Hill Book Company. The complete program is available as VT 011 601-VT 011 607 (all in this issue). (SW)

VT 011 794 ED 043 761
PUTNAM, SANDRA L., AND OTHERS
MAJOR SYSTEMS OF THE HUMAN BODY (A PROGRAMMED TEXT FOR ALLIED HEALTH SERVICE TRAINEES).

RANCHO LOS AMIGOS HOSPITAL, INC., DOWNEY, CALIF.
SOCIAL AND REHABILITATION SERVICE (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
GLENCOE PRESS, A DIVISION OF THE MACMILLAN COMPANY, 8701 WILSHIRE BOULEVARD, BEVERLY HILLS, CALIFORNIA 90211
PUB DATE - 70 220P.

DESCRIPTORS - ADULT VOCATIONAL EDUCATION; *ANATOMY; ANSWER KEYS; *HEALTH OCCUPATIONS EDUCATION; JUNIOR COLLEGES; *PHYSICAL THERAPY AIDES; *PHYSIOLOGY; *PROGRAMED MATERIALS; STUDY GUIDES; TESTS

ABSTRACT - DEVELOPED BY PHYSICAL THERAPISTS ON THE BASIS OF JOB ANALYSIS AND FIELD TESTED USING 165 HOSPITAL TRAINEES AND JUNIOR COLLEGE STUDENTS, THIS PROGRAMED TEXT IS INTENDED FOR EITHER INDIVIDUAL OR GROUP USE IN A HOSPITAL OR JUNIOR COLLEGE PHYSICAL THERAPY PROGRAM. IT IS SUGGESTED THAT SOME DISCUSSION, DEMONSTRATION, AND APPLICATION SESSIONS BE ARRANGED IN CONNECTION WITH EACH UNIT. THE TEXT, WRITTEN IN LINEAR FORMAT, PROVIDES A SURVEY OF THE STRUCTURE AND FUNCTION OF THE CIRCULATORY, RESPIRATORY, AND URINARY SYSTEMS. REFERENCES ARE GIVEN, AND TWO TESTS AND ANSWER KEYS ARE APPENDED. ALSO AVAILABLE FROM THE ADDRESS ABOVE IS A BOOKLET CONTAINING SUMMARY SHEETS TO BE COMPLETED AT VARIOUS POINTS IN THE READING AND PLATE ILLUSTRATIONS SUITABLE FOR REPRODUCTION AS OVERHEAD TRANSPARENCIES OR OTHER INSTRUCTIONAL AIDS. (SB)

VT 011 795
Sorrey, Lee W., Ed.; Nelson, Robert J., Ed.
Dental Science Handbook; A Manual of Information About Dental Science and Dental Practice.

American Dental Association, Chicago, Ill.
National Inst. of Dental Research, Bethesda, Md.
NF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE20.3408:D43, $2.75).
PUB DATE - 69 325p.

DESCRIPTORS - *RESOURCE MATERIALS; *HEALTH OCCUPATIONS EDUCATION; *DENTAL HEALTH; *DENTISTS

ABSTRACT - A joint project of the American Dental Association and the National Institute of Dental Research, this handbook is designed to provide information about dental science and dental practice primarily for interested individuals with nondental backgrounds such as physics, chemistry, biochemistry, pharmacology, and public health. Contents consist of a group of monographs prepared by subject matter specialists which, in combined form, provide a comprehensive view of the biological and physical aspects of dental science and of the various methods employed in meeting the growing demand for more comprehensive dental care. Areas covered include: (1) Morphology, (2) Structural Elements of the Teeth, (3) Biology of the Oral Environment, (4) Growth and Development, (5) Function, (6) Selected Conditions in Oral Pathology, (7) Treatment--Materials, (8) Treatment--Clinical Procedures, (9) Public Health, and (10) Socioeconomic Statistics. A list of national dental organizations, a glossary, and an index are included. The manual is illustrated with numerous charts, graphs, drawings, and photographs. (SW)

HOME ECONOMICS
EDUCATION
SECTION

VT 007 973
Vester, Kelly G.
Service with a Smile.

Food Service Guides, Rocky Mount, N.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Food Service Guides, P.O. Box 709, Rocky Mount, North Carolina 27801 ($1.00).
PUB DATE - 68 42p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; *SERVICE OCCUPATIONS; *STUDY GUIDES; JOB SKILLS; WORK ATTITUDES; EMPLOYEE ATTITUDES; VOCATIONAL ADJUSTMENT; SANITATION TESTS; ANSWER KEYS

ABSTRACT - This booklet contains guidelines for a successful career as a good service sales person. Topics are: (1) Decision, (2) Prelude, (3) Teamwork and Cooperation, (4) The Right Way, (5) Attitude Toward the Boss, Co-Workers, and Customers, (6) Special Services, (7) Let All Guests Know They are Special, (8) Time Organization and Work Planning, (9) Service Techniques, (10) Impressions You Create, (11) The Personal Touch, (12) Safe Food, (13) Know the Menu, (14) Serving Breakfast, (15) Something to Remember, (16) Service Variations, (17) You and the Organization, (18) Personal Development, and (19) Time Use. A true-false test and answer key are also included. (SB)

VT 010 783
Human Development and the Family: A Curriculum Guide, Grades 7 - Adulthood.

Oklahoma State Board of Vocational and Technical Education, Stillwater. Div. of Home Economics Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - May69 376p.

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *HUMAN DEVELOPMENT; *CONCEPT FORMATION; *FAMILY LIFE EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION; CONCEPT TEACHING

ABSTRACT - Developed through cooperative efforts of teachers, teacher educators, subject matter specialists, advisory committees, and state departments of home economics and vocational and technical education, this guide is for use in planning and implementing vocational home economics programs for Grades 7 through adulthood in Oklahoma. Introductory information on use of the guide, philosophy and objectives, and scope and sequence of the program is followed by nine units covering: (1) home economics for the seventh and eighth grades, (2) Comprehensive Home Economics I (beginning), II (intermediate), and III (advanced), (3) special emphasis courses, and (4) suggested programs for special groups. Each unit specifies level, major emphasis, suggested time allotment, concepts and behavioral objectives, and learning experiences and evaluation procedures. Theories of human development, suggestions for obtaining student information, and teaching suggestions are appended. (AW)

VT 011 566
Parker, Frances J.
Family Relations, Correspondence Study and Supplementary Materials.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 57p.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CORRESPONDENCE COURSES; CORRESPONDENCE STUDY; *FAMILY LIFE EDUCATION; FAMILY RELATIONSHIP; HERITAGE; CHILDREN; COLLEGE CREDITS; *INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by the head of a home economics department, this university correspondence course is designed to aid the student in formulating generalizations concerning American families. Included are course objectives and 15 lessons which are keyed to the textbook, "The American Family" by Ruth S. Cavan. Each lesson contains a reading and written assignment and a test. A final examination is given upon completion of the last lesson. Supplementary reading materials, which should be read before completing each lesson, are included. (CH)

VT 011 650
Duggan, Nicholas
Nutrition, Part I.

Middlesex County Vocational and Technical High School, Woodbridge, N.J.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jun69 200p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; *SERVICE OCCUPATIONS; FOOD SERVICE OCCUPATIONS; HEALTH OCCUPATIONS; HIGH SCHOOL STUDENTS; MANUALS; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; *ACHIEVEMENT TESTS; SECONDARY GRADES

ABSTRACT - Developed by nutrition teachers for high school students who may be entering fields of baking, commercial foods, practical nursing, and public health occupations, this manual is a general analysis of nutrition and dietetics and includes material for planning, preparing, and serving nutritious meals. There is no prerequisite for this course, but a knowledge of food science may be applicable and useful. Units are: (1) Fundamentals of Nutrition, (2) Carbohydrates, (3) Fats, (4) Proteins, (5) Utilization of Food Nutrients, (6) Vitamins, (7) Minerals, (8) Water, (9) Nutrition for Pregnancy and Lactation, (10) Nutrition for Infants and Children, and (11) Nutrition for Teenagers, Adults, and Senior Citizens. Short illustrated lessons containing objectives, related information, suggested activities, and an assignment make up each unit and can be used for self-study as well as individual or group use. Each of the units has an accompanying achievement test containing 50 comprehensive questions. Although the manual has been divided into two parts, with Part II available as VT 011 651 (also in this issue), the two volumes should be considered as a single course. (SB)

VT 011 651
Popiak, Nicholas
Nutrition. Part II.

Middlesex County Vocational and Technical High School, Woodbridge, N.J.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jun69 157p.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; *SERVICE OCCUPATIONS; *STUDY GUIDES; FOOD SERVICE OCCUPATIONS; HEALTH OCCUPATIONS; HIGH SCHOOL STUDENTS; SECONDARY GRADES; MANUALS; INSTRUCTIONAL MATERIALS; *ACHIEVEMENT TESTS

ABSTRACT - Developed by nutrition teachers for high school students who may be entering fields of baking, commercial foods, practical nursing, and public health occupations, this manual includes sections on dietetics and home economics. Units are: (1) Food Measurements and Terms, (2) Special Diets, (3) Economics of Various Foods, (4) Food Budget and Meal Planning, and (5) Food Fads and Fallacies and Culture Preferences. Short, illustrated lessons containing objectives, related information, suggested activities, and an assignment make up each unit and can be used for self-study as well as individual or group use. Each of the units has an accompanying achievement test containing 50 comprehensive questions. A bibliography is included. Although the manual has been divided into two parts, with Part I available as VT 011 650 (also in this issue), the two volumes should be considered as a single course. (SB)

VT 011 699
Handbook for Home Economics Program Assistants.

Federal Extension Service (DOA), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PA-680
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.68:680, $.25).
PUB DATE - ND 34p.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *NONPROFESSIONAL PERSONNEL; *VISITING HOMEMAKERS; TEACHER AIDES; FAMILY LIFE EDUCATION; FAMILY MANAGEMENT; LOW INCOME GROUPS; *STUDY GUIDES; *INSTRUCTIONAL AIDS

ABSTRACT - Prepared under the direction of a home economics consultant with the Federal Extension Service, this handbook contains job responsibilities and standards as well as information that the home economics program assistant can use when working with homemakers. Sections are: (1) Terms and Titles to Help Us Talk Together, (2) Your Job as Program Assistant, (3) Standards for Program Assistants, (4) Home Visits, (5) Keeping Records About the Family, (6) Getting Families to Accept You, (7) How Adults

Learn, (8) How to Get the Homemaker Interested, (9) How to Teach Homemakers, (10) You and the Children, (11) Parents and Teenagers, and (12) Did You Succeed. This publication is a separate printing of Section 4 of "Training Home Economics Program Assistants to Work with Low Income Families" which is available as VT 002 571 (ARM Spring 1970). (SB)

VT 011 841 ED 044 506
ESHELBY, DON
BIBLIOGRAPHY OF HOME ECONOMICS EDUCATION DOCUMENTS AS LISTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM) FALL, 1967 TO FALL, 1969.

NORTH DAKOTA UNIV., GRAND FORKS.
EDRS PRICE MF-$0.65 HC-$3.29
PUB DATE - JUN 70 24P.

DESCRIPTORS - *BIBLIOGRAPHIES; CURRICULUM GUIDES; EDUCATIONAL PROGRAMS; ELEMENTARY EDUCATION; *HOMEMAKING EDUCATION; INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL HOME ECONOMICS; POST SECONDARY EDUCATION; PROGRAM GUIDES; RESOURCE MATERIALS; SECONDARY EDUCATION; TEACHING GUIDES

ABSTRACT - THIS DOCUMENT CONTAINS 145 HOME ECONOMICS EDUCATION PUBLICATIONS WHICH HAVE APPEARED FROM FALL 1967 TO FALL 1969 IN ABSTRACTS OF INSTRUCTIONAL MATERIALS (AIM), A QUARTERLY PUBLICATION OF THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. ENTRIES ARE LISTED IN NUMERICAL ORDER ACCORDING TO THE CLEARINGHOUSE ACCESSION NUMBER, AND EACH ENTRY INCLUDES TITLE, AUTHOR(S), INSTITUTIONAL SOURCE, AVAILABILITY EITHER FROM ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) OR THE INSTITUTIONAL SOURCE, EDRS PRICE, PUBLICATION DATE, PAGINATION, AND ISSUE OF AIM IN WHICH THE ABSTRACT IS LOCATED. INSTRUCTIONS FOR ORDERING DOCUMENTS AVAILABLE THROUGH EDRS ARE INCLUDED. (SB)

VT 011 853
Family Economics: A Curriculum Guide for Home Economics Education. Bulletin 75 F-7.

Florida State Dept. of Education, Tallahassee.
MF AVAILABLE IN VT-ERIC SET.
Florida State Dept. of Education, Tallahassee, Florida 32304.
PUB DATE - Mar67 265p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *HOMEMAKING EDUCATION; *CONSUMER ECONOMICS; FAMILY INCOME; FAMILY RESOURCES; *FAMILY MANAGEMENT; FINANCIAL POLICY; SECONDARY GRADES; MONEY MANAGEMENT; CREDIT (FINANCE); ECONOMIC FACTORS; MONEY SYSTEMS; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - Developed over a 2-year period by school administrators, business leaders, State education department personnel, and high school and college teachers, and tested by teachers prior to publication, this curriculum guide is designed to help secondary home economics teachers provide students with a background of family-focused economic knowledge. The semester-long course is developed around these objectives: (1) Recognize the importance of economics, (2) Recognize economic principles and the ways the system affects and is affected by the family, (3) Recognize the differences, similarities, and relationships of economic systems in different countries and their influence on personal and family economics, (4) Know the factors determining level of family income, (5) Identify classification of family income, (6) Recognize alternative uses of family income, (7) Analyze and plan expenditures of individual and family income, (8) Identify sources and cost of credit, and (9) Identify sources that protect and enhance financial security of the family. An overview, suggested time allotment, concepts and generalizations, suggested learning experiences, content, and evaluation, resources, vocabulary terms, and suggested independent studies accompany each objective. Teaching aids, supplementary materials, and bibliography are appended. (SB)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 011 074
Industrial Arts Safety Checklist.

Washington State Dept. of Public Instruction, Olympia. Office of the State Superintendent.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 16p.

DESCRIPTORS - *INDUSTRIAL ARTS; LABORATORY SAFETY; *SAFETY; *INSPECTION; *FIELD CHECK; EDUCATIONAL SPECIFICATIONS; *STATE PROGRAMS
IDENTIFIERS - *WASHINGTON STATE

ABSTRACT - Prepared by State personnel and field-tested in the public schools, this safety inspection checklist for industrial education will serve to: (1) inform, educate, and remind people of what to look at, (2) train personnel to be observant and aware of their environment, (3) provide a source of feed-back information to teachers and administrators, and (4) provide a record of safety items and safety activities. Areas given consideration for inspection are: administration, personnel, activities, instruction, electrical safeguards, equipment, hot metals, gas, welding, facilities, storage, and fire precautions. (GR)

VT 011 086
Meehan, Michael
Industrial Arts.

Wydown Junior High, Clayton, Mo.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug67 79p.

DESCRIPTORS - *INDUSTRIAL ARTS; *CURRICULUM GUIDES; *GRADE 7; *GRADE 8; *COURSE CONTENT; JUNIOR HIGH SCHOOLS; COURSE OBJECTIVES; COURSE DESCRIPTIONS; BIBLIOGRAPHIC CITATIONS; AUDIOVISUAL AIDS

ABSTRACT - Intended for Industrial Arts students in Grades 7 and 8, this curriculum guide was individually authored and covers broad general and practical phases of industrial activities. The activities are organized to facilitate the progressive movement of individual students from one activity to another. In the seventh grade, the pupil will be introduced to the fundamentals of mechanical drawing, woodworking, metal working, leathercraft, and basic electricity. The eighth grade pupil will do advanced work in the areas of mechanical drawing, blueprint reading, machine woodworking, and metal working. In addition, plastics, power mechanics, and an introduction to electronics are covered in the eighth grade. Included are references, teaching plans, assignment sheets, and audiovisual aids and materials. (GB)

VT 011 087
Industrial Arts Curriculum Guide.

South-Western City School District, Grove City, Ohio.
MF AVAILABLE IN VT-ERIC SET.
Publications Office, South Western City Schools, 3708 South Broadway, Grove City, Ohio 43123 ($1.50).
PUB DATE - ND 37p.

DESCRIPTORS - *CURRICULUM GUIDES; *INDUSTRIAL ARTS; GRAPHIC ARTS; ELECTRONICS; WOODWORKING; *SHOP CURRICULUM; GRADE 9; GRADE 10; GRADE 11; GRADE 12

ABSTRACT - Prepared by a committee of junior and senior high school teachers, this guide is for use by administrators, supervisors, and teachers in planning and implementing industrial arts programs for grades 9 through 12. Following general information on objectives, administration, facilities, and teaching suggestions, topical outlines are given for: (1) Industrial Arts, including Exploratory Drawing and Exploratory Graphics (grade 9), (2) Exploratory Electricity, Exploratory Engines, Exploratory Woods, Exploratory Metals, and Mechanical Drawing I (grade 10), (3) Industrial Arts I and Mechanical Drawing II (grade 11), and (4) Industrial Arts II and Engineering Drawing (grade 12). Outlines contain objectives, content, time allotment, and basic text, and in some cases, suggested learning activities and projects. (AW)

VT 011 295
Curriculum Guide in Metals, Grades Seven Through Twelve. Secondary Curriculum Bulletin No. 177.

Kansas City Public Schools, Mo. Industrial Arts Dept.
MF AVAILABLE IN VT-ERIC SET.
Business Services Division, 601 Board of Education Building, 1211 McGee Street, Kansas City, Missouri 64106 ($2.50).
PUB DATE - 69 213p.

DESCRIPTORS - *CURRICULUM GUIDES; *METAL WORKING OCCUPATIONS; *SHEET METAL WORK; *METALS; *INDUSTRIAL ARTS; TEACHING GUIDES; SECONDARY GRADES; ELEMENTARY GRADES

ABSTRACT - Prepared by a curriculum committee, this guide is designed to aid industrial arts teachers in planning and conducting metals courses for Grades 7-12. Teaching suggestions and general information on the format of the guide are followed by four suggested curriculum outlines, with the first combining grades 7 and 8 (seven units), the second covering grade 9 (seven units), the third for grade 10 (six units), and the fourth combining grades 11 and 12 (six units). Units provide overview, specific objectives, vocabulary, concepts and generalizations to be acquired, student activities and investigations, evaluation suggestions, and resource materials. A style sheet for written work is appended. (AW)

VT 011 485
Diers, Andrew V.
Lettering, LAP--Unit 1. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 10p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING GRAPHICS; ENGINEERING DRAWING; INSTRUCTIONAL MATERIALS; SIGNS; PRINTING; INDIVIDUAL STUDY
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents an introduction to freehand lettering for basic drafting. Designed as a self-instructional unit for individual learning, topics are: (1) How to Use this Learning Activity Package, (2) Flow Chart, (3) Grading Procedure, (4) Primary Idea, (5) Secondary Idea, (6) Rationale, (7) Pre-Test, (8) Student Objective, (9) Required Activities, (10) Optional Activities, and (11) Teacher Evaluation Test. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 486
Diers, Andrew V.
Instrument Technique, LAP--Unit II. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 7p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING GRAPHICS; ENGINEERING DRAWING; INSTRUCTIONAL MATERIALS; INDIVIDUAL STUDY
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity on instrument techniques of basic drawing for drafting is designed as a self instructional unit for individual learning. Contents are: (1) instrument techniques, (2) drawing uniform lines at various angles, (3) drawing "the alphabet of lines," (4) using the architect's scale, and (5) drawing circles and arcs uniformly with the use of a compass. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 487
Mabee, Dan
The ABC's of Views of Objects. Mini LAP--Unit 3. Basic Drafting Survey Class.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 40p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ORTHOGONAL PROJECTION; ENGINEERING GRAPHICS; ENGINEERING DRAWING; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIC CITATIONS; INDIVIDUAL STUDY
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents a description of the shape and size of objects through the language of drawing. Designed as a self-instructional unit for individual learning, the topics are orthographic projection and pictorial drawings which include isometric, oblique, and perspective. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 488
Diers, Andrew V.
Multi-View Drawings, LAP--Unit IV. Engineering 20, Basic Drafting.

Modesto Junior Coll., Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 10p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING DRAWING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS; INDIVIDUAL STUDY
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents an introduction to multi-view drawings for basic drafting. Designed as a self-instructional unit for individual learning, content includes suggestions for recognizing and drawing various views of objectives. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 489
Hames, Dan
Introduction to Applied Drawing. Basic Drafting Survey Class, Unit 5.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 56p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING DRAWING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS; ILLUSTRATIONS; BIBLIOGRAPHIC CITATIONS; INDIVIDUAL STUDY; DIAGRAMS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents an introduction to applied drawing for basic drafting. Designed as a self instructional unit for individual learning, these topics are presented: (1) use and care of common drafting tools and materials, (2) the standard layout of a sheet, (3) fundamental operations and techniques, (4) use of compass and triangles, (5) construction of multi-view drawings, and (6) use of line symbols and line weights. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 490
Diers, Andrew V.
Advanced Multi-View Drawings, LAP--Unit VI. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 7p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING DRAWING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents advanced multi-view drawings for basic drafting. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages are available. (GB)

VT 011 491
Diers, Andrew V.
Auxiliary Views, LAP--Unit VII. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 7p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING GRAPHICS; ENGINEERING DRAWING; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents activities pertaining to auxiliary views for basic drafting. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 492
Diers, Andrew V.
Sectional Views, LAP--Unit VIII. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 14p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING DRAWING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity presents use and techniques of sectional drawings in basic drafting. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages are available. (GB)

VT 011 493
Diers, Andrew V.
Dimensioning LAP--Unit IX. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 11p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING GRAPHICS; ENGINEERING DRAWING; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activity package presents the basic theory of fractional dimensioning in basic drafting. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 494
Diers, Andrew V.
Working Drawings, LAP--Unit X. Engineering 20, Basic Drafting.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 7p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; *DRAFTING; *ENGINEERING DRAWING; ENGINEERING GRAPHICS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed under a grant from the Elementary and Secondary Education Act (ESEA) Title III, this learning activiyy presents ideas needed to make a set of simple working drawings in basic drafting. This document is one in a series of related documents available as VT 011 485-VT 011 494, all in this issue. Additional Learning Activity Packages (LAP) are available. (GB)

VT 011 495
Shreve, R.M.
Safety, Your Concern and Mine. Learning Activity Package, Safety in the Wood Shop. LAP No. 2.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 20p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *WOODWORKING; HAND TOOLS; *LABORATORY SAFETY; SAFETY EDUCATION
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning package describes safety rules for the high school industrial arts wood shop. The self-instructional unit contains: (1) Rationale, (2) Primary and Secondary Ideas, (3) General Information, (4) Three Instructional Objectives, and (5) Instructional Materials. The instructional objectives cover general safety rules, safety with hand tools, and safety with machine tools. Pictures of woodworking machinery and machine safety instructions are given. (GR)

VT 011 496
Vaughn, Charles, And Others
Components of the Automobile. Unit 2--LAP No. 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 15p.

DESCRIPTORS - *INDUSTRIAL ARTS; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); MOTOR VEHICLES; POWER MECHANICS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity package is a self-instructional unit on various components of the automobile. The unit contains: (1) Rationale, (2) Primary Idea, (3) Secondary Ideas, (4) Objectives, (5) Pre-Test, (6) Activities, (7) Instructional Sheets, (8) Assignment Sheet, and (9) Auto Chassis Test. A pretest answer sheet and a bibliography are given. (GR)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 009 789 ED 034 067
ULLERY, J. WILLIAM; FORSYTH, RICHARD W.
DEVELOPMENT AND EVALUATION OF AN EXPERIMENTAL CURRICULUM FOR THE NEW QUINCY (MASS.) VOCATIONAL-TECHNICAL SCHOOL; THE POWER MECHANICS CURRICULUM. TWELFTH QUARTERLY TECHNICAL REPORT.

AMERICAN INSTITUTES FOR RESEARCH, PITTSBURGH, PA.
QUINCY PUBLIC SCHOOLS, MASS.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. BUREAU OF RESEARCH.
EDRS PRICE MF-$0.65 HC-$3.29 OEC-5-85-019 08
BR-5-0009

PUB DATE - JUL 69 146P.

DESCRIPTORS - AUTO MECHANICS (OCCUPATION); BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; CURRICULUM GUIDES; *EXPERIMENTAL CURRICULUM; JOB ANALYSIS; *POWER MECHANICS; RESEARCH PROJECTS; *VOCATIONAL EDUCATION
IDENTIFIERS - MASSACHUSETTS; PROJECT ABLE; QUINCY PUBLIC SCHOOLS

ABSTRACT - THIS REPORT DESCRIBES THE DEVELOPMENT OF THE PROJECT ABLE POWER MECHANICS PROGRAM. IT IS DESIGNED TO SERVE AS AN ADMINISTRATOR'S AND INSTRUCTOR'S MANUAL FOR THE ORGANIZATION, IMPLEMENTATION AND EVALUATION OF A PROGRAM OF INDIVIDUALIZED INSTRUCTION UTILIZING THE PROJECT ABLE POWER MECHANICS CURRICULUM MATERIALS. TRAINING AIDS, TOOLS, SUPPLIES, AND REFERENCES ARE LISTED IN DETAIL. MAJOR DOCUMENTS AND SAMPLES OF INSTRUMENTS, PERFORMANCE EVALUATIONS, LEARNING UNITS, FLOW CHARTS, FIRST AND SECOND LEVEL JOB DESCRIPTIONS, AND SUGGESTED FIRST LEVEL STUDENT ACTIVITIES ARE APPENDED. EARLIER REPORTS (1-11) ARE AVAILABLE AS ED 024 749-ED 024 754, ED 024 767, ED 028 306, ED 013 318, AND ED 029 088. (GR)

VT 010 514
Suggested Guidelines for Developing a High School Trade and Industrial Program in Machine Trades.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 67 92p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; MACHINE TOOL OPERATORS; METAL WORKING OCCUPATIONS; *MACHINISTS; *GUIDELINES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; INSTRUCTIONAL AIDS; TEACHER CERTIFICATION

ABSTRACT - Developed by state supervisors as a guideline for administrators, supervisors, and teachers planning or budgeting a program, the 2-year program is designed for students 16 years or older and in the last 2 years of high school. Junior year students will learn general machining principles graduating to the latest machining processes in the senior year, and making such sophisticated types of tools as a die. Following a description of the physical facilities and equipment needed for the course is an outline of typical course content, including a list of texts, and references and of instructional materials available from instructional materials laboratories. Information is included concerning: (1) Advisory Committees, (2) Preliminary Program Approval, (3) Teacher Education Services, (4) Certification of Instructors, (5) Programs for Observation, and (6) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (AIM Winter 1970), and VT 010 515-VT 010 518 (also in this issue). (GR)

VT 010 515
Suggested Guidelines for Developing a High School Trade and Industrial Program in Drafting.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 67 58p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *DRAFTING; *GUIDELINES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; TEACHER CERTIFICATION

ABSTRACT - Developed by state supervisors as a guideline for administrators, supervisors, and teachers planning or budgeting a program, the 2-year program is designed for students in the last 2 years of high school. Students will receive four periods of skill improvement, two periods of related technology instruction and one period of an academic subject per day. Following a description of the physical facilities and equipment needed for the course is an outline of a typical course in mechanical engineering drafting including objectives, unit outline, suggested activities, and texts and references. Information is included concerning: (1) Advisory Committees, (2) Preliminary Program Approval, (3) Teacher Education Services, (4) Instructor Certification, (5) Programs for Observation, and (6) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (AIM Winter 1970), and VT 010 514, and VT 010 516-VT 010 518 (in this issue). (GR)

VT 010 516
Suggested Guidelines for Developing a High School Trade and Industrial Program in Cosmetology.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 67 71p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *COSMETOLOGY; SERVICE OCCUPATIONS; *GUIDELINES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; REFERENCE MATERIALS; TEACHER CERTIFICATION

ABSTRACT - Developed by state supervisors as a guideline for administrators, supervisors, and teachers planning or budgeting a program, the 2-year program is designed to have students spend four periods per day of skill improvement, two periods of related technology instruction, and one period of an academic subject. Following a description of the physical facilities and equipment needed for the course, is a typical cosmetology course outline including laboratory work, related course work, teaching aids and references. Information is included concerning: (1) Advisory Committees, (2) Preliminary Program Approval, (3) Teacher Education Services, (4) Certification of Instructors, (5) Programs for Observation, and (6) Vocational andustrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (AIM Winter 1970) and VT 010 514-VT 010 518 (in this issue). (GR)

VT 010 517
Suggested Guidelines for Developing a High School Trade and Industrial Program in Carpentry.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 54p.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CARPENTERS; BUILDING TRADES; GUIDELINES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; REFERENCE MATERIALS; TEACHER CERTIFICATION

ABSTRACT - Developed by state supervisors as a guideline for administrators, supervisors, and teachers planning or budgeting a program, the 2-year program is designed to prepare students in the last 2 years of high school for apprenticeship programs, post-high school training or self-employment in carpentry. Following a description of the physical facilities and equipment needed in the course is a typical course outline including units of instruction, skills taught, related technology, and texts and references. Information is included concerning: (1) Advisory Committees, (2) Preliminary Program Approval, (3) Teacher Education Services, (4) Instructor Qualification, (5) Programs for Observation, and (6) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (AIM Winter 1970), and VT 010 514-VT 010 516 and VT 010 518 (in this issue). (GR)

VT 010 518
Suggested Guidelines for Developing A High School Trade and Industrial Program in Commercial Art.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.

MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
PUB DATE - 68 48p.

DESCRIPTORS - *PROGRAM GUIDES; *COMMERCIAL ART; *GUIDELINES; PROGRAM ADMINISTRATION; *PROGRAM DEVELOPMENT; GRADE 11; GRADE 12; ADVISORY COMMITTEES; REFERENCE MATERIALS; TEACHER CERTIFICATION; *TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - Developed by state supervisors as a guideline for administrators, supervisors, and teachers planning or budgeting a program, the 2-year program is designed to give students in the last 2 years of high school a thorough foundation in basic drawing, lettering, layout, keylining, typography, mechanical illustration, illustration and cartooning. A description of physical facilities and equipment needed for the course is followed with a typical course outline, including units of work, related technology, and texts and references. Information is included concerning: (1) Advisory Committees, (2) Preliminary Program Approval, (3) Teacher Education Services, (4) Certification of Instructors, (5) Programs for Observation, and (6) Vocational Industrial Clubs of America. Related documents are available as VT 010 346-VT 010 348 and VT 010 351-VT 010 356 (AIM Winter 1970), and VT 010 514-VT 010 517 (in this issue). (GR)

VT 010 685
Power Truck Operators, Instructor's Training Manual.

Royal Society for the Prevention of Accidents, London (England).
Lucas, (Joseph) Ltd., Belfast (Ireland).
DOCUMENT NOT AVAILABLE FROM EDRS.
Royal Society for the Prevention of Accidents, Terminal House, 52 Grosvenor Gardens, London, S.W. 1, England.
PUB DATE - 67 63p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *SKILL DEVELOPMENT; *INDUSTRIAL TRAINING; MECHANICAL EQUIPMENT; MOTOR VEHICLES; SKILLED OCCUPATIONS
IDENTIFIERS - *POWER TRUCK OPERATOR INSTRUCTION

ABSTRACT - Intended as a guide for teaching beginners and improving the skills of experienced operators in the operation of power driven trucks, this manual was produced by the Central Education Department of The Lucas Company, London. Instruction is divided into three sections: (1) The Rider Controlled Fork-Lift Truck, (2) The Pedestrian Controlled Fork-Lift Truck, and (3) The Pallet Truck. In each section the individual truck being studied is discussed in detail. A suggested demonstration procedure is outlined. (GB)

VT 010 695
Training and Technology; Glass Fabrication, A 42-Week Industrial Training Curriculum.

Oak Ridge Associated Universities, Tenn.
Tennessee Univ., Knoxville.
Union Carbide Corp., Oak Ridge, Tenn. Nuclear Div.
Office of Education (DHEW), Washington, D.C.
Department of Labor, Washington, D.C.
Atomic Energy Commission, Oak Ridge, Tenn.
MF AVAILABLE IN VT-ERIC SET.
MFD-5
PUB DATE - Jul69 51p.

DESCRIPTORS - *TECHNICAL EDUCATION; *CURRICULUM GUIDES; *GLASS; *TRAINEES; COURSE DESCRIPTIONS; BIBLIOGRAPHIES; CULTURALLY DISADVANTAGED; ADULT VOCATIONAL EDUCATION; *SUBPROFESSIONALS
IDENTIFIERS - *GLASS FABRICATION; TRAINING AND TECHNOLOGY; TAT

ABSTRACT - The training staff of the Union Carbide Corporation--Nuclear Division at Oak Ridge prepared the technical and related materials for this curriculum guide for project developers, school administrators, training directors, supervisors, and teachers who are planning and developing new programs or evaluating existing programs in glass fabrication. The content objectives are to prepare trainees with high school diplomas or equivalent in a 42-week course for employment as apprentice glassblowers or entry operators in a glass fabrication industry or supply house, or as laboratory glassblowers in a college or university. The guide offers course outlines with planned sequences of classroom and laboratory experiences. In addition to regular courses, seminars were developed as needed to take up such miscellaneous subjects as career development and the role of labor unions. A list of textbooks, references, and

Laboratory equipment are also included. Appended is a typical instructor's lesson plan. A report on the general worker training curriculum is available as VT 010 740 (ARM Spring 1971). (BC)

VT 010 697
Training and Technology; Course Outlines, 1967 In-Service Teacher Institute.

Oak Ridge Associated Universities, Tenn.
Tennessee Univ., Knoxville.
Union Carbide Corp., Oak Ridge, Tenn. Nuclear Div.
Office of Education (DHEW), Washington, D.C.
Department of Labor, Washington, D.C.
Atomic Energy Commission, Oak Ridge, Tenn.
MF AVAILABLE IN VT-ERIC SET.
PD-31
PUB DATE - 12Jun67 26p.

DESCRIPTORS - *INSERVICE TEACHER EDUCATION; *TEACHERS; *SUMMER INSTITUTES; *CURRICULUM GUIDES; *INDUSTRIAL EDUCATION

ABSTRACT - This course outline was prepared for the in-service teacher institute at the University of Tennessee in the summer of 1967. The two courses given at both the graduate and undergraduate levels to the 100 persons attending the summer institute were a seminar in industrial education and a course on new developments in industrial and technical education. Each participant also attended a technical course related to his technical specialty. Time schedules and listings of subjects covered are included for the specialized courses in mechanical drafting, electronics, machine shop and fabrication, and welding and physical testing. A report on the recruitment and selection procedures for the summer institute is available as VT 010 700 (ARM Spring 1971). (BC)

VT 010 972 ED 045 799
Community College Guide for Associate Degree Programs in Auto and Truck Service/Management.

Automobile Manufacturers-American Vocational Association Industry Planning Council.
Automobile Manufacturers Association, Detroit, Mich. Service Managers Committee.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Automobile Manufacturers Association Inc., 320 New Center Building, Detroit, Michigan 48202.
PUB DATE - 69 61p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; CURRICULUM GUIDES; *COMMUNITY COLLEGES; *ASSOCIATE DEGREES; *PROGRAM PLANNING; PROFILE EVALUATION; SCHOOL INDUSTRY RELATIONSHIP; EDUCATIONAL FACILITIES; PUPIL PERSONNEL SERVICES

ABSTRACT - Realizing that the community college serves in a special capacity through the development of varied and flexible curriculums, this program guide was developed by the Automobile Manufacturers-American Vocational Association Industry Planning Council. For the benefit of administrators and curriculum specialists, it gives a setting for associate degree programs in automotive service/management and provides specifics about its application. Two-year curriculums (four semesters and an institutional or cooperative summer program) are outlined for associate degrees in Auto Service/Management and in Truck Service/Management. Course descriptions include credit hours and class and laboratory hours. Additional information covers: (1) guidance and selection of candidates, (2) instructor qualifications, (3) facilities, (4) tools and equipment, and (5) industry cooperation. (JS)

VT 011 141
Photographer's Mate 1 and C. Rate Training Manual.

Department of the Navy, Washington, D.C. Bureau of Naval Personnel.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10375-B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (D208.11:P56/969, $4.25).
PUB DATE - 69 479p.

DESCRIPTORS - *PHOTOGRAPHY; *INSTRUCTIONAL MATERIALS; *LABORATORY MANUALS; *MILITARY PERSONNEL; FILM STUDY; PHOTOCOMPOSITION; *PROMOTION (OCCUPATIONAL); FACULTY PROMOTION; TEXTBOOKS; IMPROVEMENT
IDENTIFIERS - *RATE TRAINING MANUAL

ABSTRACT - Designed as a text for Navy personnel to study in preparing for advancement examinations as a photographer's mate, the manual provides the technical information needed to meet professional requirements and qualifications as specified in the latest revision of the "Manual of Qualifications for Advancement." The first chapter discusses mate advancement, with the fifteen succeeding chapters devoted to instructional material on processing procedures, equipment use and maintenance, and organization and administration of a photography laboratory. (GR)

VT 011 163
Wheel Alignment and Balance. Programmed Instruction Book. Course 3402 Volume 70 S5-L2.

Ford Motor Co., Dearborn, Mich. National Service Office.
DOCUMENT NOT AVAILABLE FROM EDRS.
Ford Service Publications, Post Office Box 7750, Detroit, Michigan 48207 ($3.65).
PUB DATE - 70 134p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; *AUTO MECHANICS (OCCUPATION); ANSWER KEYS; COURSE OBJECTIVES; *COURSE CONTENT
IDENTIFIERS - *WHEEL ALIGNMENT AND BALANCE; FORD MOTOR COMPANY

ABSTRACT - Developed by the Ford Motor Company, this four-part programed instruction book contains 29 lessons on wheel alignment and balance. Following a sample lesson to give the student practice in using a programed format are lessons arranged in these major divisions: (1) Pre-Delivery, (2) Customer Complaint Items (Alignment), (3) Customer Complaint Items (Balance), and (4) Summary. The information given in each lesson is designed to increase the student's ability to absorb and learn the information in the following lesson. A glossary of technical terms and an answer sheet are given. The document is illustrated with line drawings and photographs. (HC)

VT 011 164
Automatic Transmission Diagnosis. Programmed Instruction Book. Vwlume 70 S6-L2. Course 7530.

Ford Motor Co., Dearborn, Mich. National Service Office.
DOCUMENT NOT AVAILABLE FROM EDRS.
Ford Service Publications, Post Office Box 7750, Detroit, Michigan 48207 ($3.65).
PUB DATE - 70 164p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; *AUTO MECHANICS; MOTOR VEHICLES; ANSWER KEYS; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *AUTOMATIC TRANSMISSION DIAGNOSIS; FORD MOTOR COMPANY

ABSTRACT - Developed by the Ford Motor Company, this 10-part programed instruction book contains 37 lessons presented in the sequence of the normal automatic transmission diagnosis procedure. Following a sample lesson to give the student practice in using a programed format are lessons arranged in these major sections: (1) Diagnosis Guide, (2) Fluid Checks, (3) Linkage Checks and Engine Idle, (4) Shift Speeds, (5) Pressure Testing, (6) Governor Checks, (7) Fluid Cooler Flow Check, (8) Stall Testing, (9) Diagnosis Charts, and (10) Fluid Leakage in Converter Area. The program objectives and answer sheet are given. The document is illustrated with line drawings and photographs. (GR)

VT 011 165
Charging System Diagnosis. Programmed Instruction Book. Volume 70 S4-L2. Course 10003.

Ford Motor Co., Dearborn, Mich. National Service Office.
MF AVAILABLE IN VT-ERIC SET.
Ford Service Publication, Post Office Box 7750, Detroit, Michigan 48207 ($3.65).
PUB DATE - ND 97p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; PROGRAMED MATERIALS; *PROGRAMED INSTRUCTION; *AUTO MECHANICS; MOTOR VEHICLES; ANSWER KEYS; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *CHARGING SYSTEM DIAGNOSIS; FORD MOTOR COMPANY

ABSTRACT - Developed by the Ford Motor Company, this five-part programed instruction book contains 19 lessons on charging system diagnosis. Following a sample lesson plan to give the student practice in using a programed format are lessons arranged in these major divisions: (1) The Charging System, (2) Charging System Operation, (3)

Preliminary Diagnosis and Battery Tests, (4) Alternator, Regulator, and Circuit Tests, and (5) Diagnostic Charts. The course objectives, a diagnosis quiz, glossary, supplementary information and an answer sheet are given. The document is illustrated with line drawings and photographs. (GR)

VT 011 204
Instructional Materials for Trade, Industrial and Technical Occupations, 1970.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 (no charge).
PUB DATE - 70 74p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; TECHNICAL OCCUPATIONS; REFERENCE MATERIALS

ABSTRACT - The materials described in this booklet were edited and distributed by the Instructional Materials Laboratory. They consist mainly of lesson plans or informative materials for the instructor and assignment sheets for the learner in the following areas: (1) Industrial Occupations, (2) Service Occupations, (3) Health Occupations, (4) Research and Program Evaluation, (5) Supervisory Training, (6) Teacher Improvement, (7) Diversified Cooperative Training, (8) Home Economics Publications, (9) Business and Office Education Publications, and (10) Miscellaneous. Also included are descriptions of two complete text books. Ordering information, price list, and order forms are given. (GR)

VT 011 207
Auto Mechanics, A Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
PUB DATE - 70 83p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *AUTO MECHANICS; *PROGRAM DEVELOPMENT; *INSTRUCTIONAL AIDS; COURSE CONTENT; FILMS; BIBLIOGRAPHIC CITATIONS; COURSE DESCRIPTIONS; INSTRUCTIONAL IMPROVEMENT

ABSTRACT - Intended to assist vocational teachers and supervisors in organizing and improving instruction of the vocational automotive mechanics program for grades 11 and 12, this course outline was developed through the efforts of vocational trade and industrial education personnel and the Ohio State Department of Education. Unit outlines, including manipulative tasks, related technology, and references, cover: (1) Orientation, (2) Applied Math, (3) Applied Science, (4) Basic Operations, (5) General Service, (6) Engine, (7) Cooling Systems, (8) Electrical Systems, (9) Fuel and Exhaust System, (10) Emission System, (11) Power Train, (12) Suspension System, (13) Steering System, (14) Brakes, (15) Ventilation System, and (16) Accessories. Teaching aids and sources for each unit are appended as well as an equipment list, hand tools, and a bibliography of auto mechanics. (GB)

VT 011 210
Printing. Instructor's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($3.25).
PUB DATE - 69 192p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *PRINTING; *GRAPHIC ARTS; *CURRICULUM GUIDES; COURSE CONTENT

ABSTRACT - This study guide was developed as a result of expressed interest by national leaders of the printing industry and personnel from graphic arts education, and is designed for instructor use in teaching the various facets of the printing industry. The purpose of the guide is to enable the student to acquire sufficient knowledge and skills to become a valuable employee. Study topics include: (1) basic orientation in history, processes, and scope, (2) Printing Planning, (3) Composition, (4) Copy Camera Work, (5) Platemaking, (6) Presswork, (7) Bindery Work, (8) Paper Technology, and (9) Ink Technology. Answers to subtopic questions are printed in red ink. A student manual

is available as VT 011 211, also in this issue. (GR)

VT 011 211
Printing. Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.75).
PUB DATE - 69 192p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *PRINTING; *GRAPHIC ARTS; COURSE CONTENT; *CURRICULUM GUIDES

ABSTRACT - This study guide, developed to accompany the instructor's manual by the same title, is designed to provide practice for the student learner in the various facets of the printing industry. It is also designed to enable the student to acquire sufficient knowledge and skills to become a valuable employee. Study topics include: (1) basic orientation in history, processes and scope, (2) Printing Planning, (3) Composition, (4) Copy Camera Work, (5) Platemaking, (6) Presswork, (7) Bindery Work, (8) Paper Technology, and (9) Ink Technology. Each subtopic contains purpose of assignment, references, related information, and questions. Space is provided to respond to each question within the manual, and pages are perforated and punched for easy removal and storage in a three-ring binder. An Instructor's Manual is available as VT 011 210, also in this issue. (GR)

VT 011 212
Occupational Training Plans for Use in Cooperative Programs.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Instructional Materials Laboratory, Trade and Industrial Education Services, 1885 Neil Avenue, Columbus, Ohio 43210 ($4.40).
PUB DATE - 66 429p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COOPERATIVE EDUCATION; COORDINATORS; *SKILLED OCCUPATIONS; *TECHNICAL OCCUPATIONS; BUILDING TRADES; METAL WORKING OCCUPATIONS

ABSTRACT - These occupational training plans are intended to aid program coordinators in organizing cooperative trade and industrial training programs. Training plan outlines, combined with progress record forms, are presented for 45 occupations, including: (1) aircraft, auto, bowling pinspotter, and industrial sewing machine mechanics, (2) the building trades occupations of plumbers, cabinetmakers, bricklayers, carpenters, electricians, and painters and decorators, (3) commercial cooks and bakers, (4) machinists and welders, (5) custodians and maintenance men, (6) medical, dental, and dietitian's assistants, (7) draftsmen, (8) appliance servicemen, (9) printers and lithographers, and (10) furniture upholsterers and repairmen. Each outline provides related information, references, and knowledge and skills to be learned. The plans are designed for use with study guides which may be purchased from sources given with the references at the end of each outline. (AW)

VT 011 226
Plastering.

National Plastering Industry's Joint Apprenticeship Trust Fund, Washington, D.C. National Headquarters.
DOCUMENT NOT AVAILABLE FROM EDRS.
National Plastering Industry's Joint Apprenticeship Trust Fund, National Headquarters, 1000 Vermont Avenue, N.W., Washington, D.C. 20005.
PUB DATE - ND 23p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM DESCRIPTIONS; *LOCAL UNIONS; *VOCATIONAL COUNSELING; BUILDING TRADES; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; CEMENT INDUSTRY; SKILLED OCCUPATIONS; CAREER OPPORTUNITIES
IDENTIFIERS - *PLASTERING OCCUPATIONS

ABSTRACT - This brochure consists of illustrations of basic skills to aid in occupational counseling of students interested in the plastering industry as a career. Described are some experiences to be expected in becoming a Journeyman Plasterer, from basic skills to intricate layouts of ceilings and walls. Also, a listing and picture of tools used in the trade are included. Appended are the numbers and addresses of local plastering unions in each state where more information may be obtained. (GB)

VT 011 238
Metals, Curriculum Guide.

Oregon State Dept. of Education, Salem. Div. of Community Colleges and Career Education.
DOCUMENT NOT AVAILABLE FROM EDRS.
Oregon Board of Education, Community Colleges and Career Education, 942 Lancaster Drive, N.E., Salem, Oregon 97310 ($2.50).
PUB DATE - Sep69 192p.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *METALS; METAL WORKING OCCUPATIONS; WELDING; MACHINE TOOL OPERATORS; METAL INDUSTRY; SHEET METAL WORKERS; COURSE CONTENT; COURSE DESCRIPTIONS; COURSE OBJECTIVES; *OCCUPATIONAL CLUSTERS; *HIGH SCHOOL CURRICULUM; *TRADE AND INDUSTRIAL EDUCATION

ABSTRACT - Developed by industrial representatives and educators, this state curriculum guide is for teacher use in planning courses for secondary school students in a metals career cluster program. A total of 1,023 separate occupations, as listed in the "Dictionary of Occupational Titles," were analyzed to determine the representative knowing and doing skills. From these, the following key occupations were chosen as representative of the total: (1) Welder, Arc, (2) Gas-Shielded, Arc, (3) Machinist, (4) Foundry Worker, General, (5) Sheet Metal Worker, and (6) Welder Combination. The guide outlines the basic skills and knowledge necessary for entry-level competencies in these key occupations in the broad field of metals, or for entrance into an apprenticeship, post-high school, or university program. Occupational and instructional data is followed by a cluster curriculum outlined for grades 7-12. The major portion of the document is devoted to occupational specialty course outlines for hot metals, machine processes, metal fabrication, and communication; and includes information on required knowledge and skills, student activities demonstrating required knowledge, and suggested learning activities. Supplementary course materials are appended. (GR)

VT 011 239
Electricity-Electronics, Curriculum Guide.

Oregon State Dept. of Education, Salem. Div. of Community Colleges and Career Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Oregon Board of Education, Community Colleges and Career Education, 942 Lancaster Drive, N.E., Salem, Oregon 97310 ($2.50).
PUB DATE - Sep69 152p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICITY; *ELECTRONICS; SECONDARY GRADES; SECONDARY SCHOOL STUDENTS; COURSE DESCRIPTIONS; CURRICULUM DEVELOPMENT; COURSE CONTENT

ABSTRACT - To help high schools develop programs of instruction and occupational experiences for students interested in electricity or electronics, this curriculum guide outlines the basic skills and knowledge necessary for entering a job, or an apprenticeship, post-high school, or university program. Developed by industrial representatives and educational personnel under the direction of the Oregon Board of Education staff, the course is designed to encompass a broad spectrum of occupations so that students will have several options for employment when they leave high school. Contents are: (1) Occupational and Instructional Data, (2) Cluster Curriculum, (3) Course Descriptions, and (4) Occupational Specialty Courses. Appended are numerous safety guides and lists of suggested equipment and facilities. (GB)

VT 011 242
Operating Engineers; First Course in Apprenticeship: Apprenticeship Standards, Safety and First Aid, Heavy Equipment, Elementary Grade Setting. Part I, Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 148p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *OPERATING ENGINEERING; *WORKBOOKS; EQUIPMENT UTILIZATION; INSTRUCTIONAL MATERIALS; *APPRENTICESHIPS; LABOR STANDARDS; SAFETY EDUCATION
IDENTIFIERS - HEAVY EQUIPMENT OPERATORS

ABSTRACT - The California State Department of Education prepared this two-part workbook

in cooperation with the Operating Engineers State Educational Advisory Committee so that operating engineer apprentices might have instructional materials to supplement their training programs. Part One includes major study units on: (1) Background of Apprenticeship, (2) Safety and First Aid, (3) Orientation to Heavy Equipment, and (4) Plan Reading and Grade Setting. The units are divided into topics, each containing an introduction, related information, work assignments, and 25 true-false checkup questions. A related document is available as VT 011 243, also in this issue. (GR)

VT 011 243
Operating Engineers; First Course in Apprenticeship: Construction Materials, Plants, Materials Application. Part 2, Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 66 124p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; *OPERATING ENGINEERING; INSTRUCTIONAL MATERIALS; *APPRENTICESHIPS; EQUIPMENT UTILIZATION; BUILDING MATERIALS; INDUSTRIAL STRUCTURE

ABSTRACT - The California State Department of Education prepared this two-part workbook in cooperation with the Operating Engineers State Educational Advisory Committee so that operating engineer apprentices might have instructional materials to supplement their training programs. Part two includes major study units on: (1) Construction Materials, (2) Plant Operation and Maintenance, and (3) Materials Application. The units are divided into topics, each containing an introduction, related information, work assignment, and 25 true-false checkup questions. A related document is available as VT 011 242, also in this issue. (GR)

VT 011 250
Elquist, Hugh, And Others
Course for Cement Masons, Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 68 236p.

DESCRIPTORS - *BUILDING TRADES; TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *WORKBOOKS; APPRENTICESHIPS; CONSTRUCTION INDUSTRY; BUILDING MATERIALS
IDENTIFIERS - *CEMENT MASONS

ABSTRACT - Prepared under the direction of the California State Department of Education and the Bureau of Industrial Education, this workbook is designed for apprentices to supplement their work at the trade of cement masonry. Study topics include: (1) The Apprentice Cement and His Trade, (2) Mathematics for the Cement Mason, (3) Plan Reading and Estimating, (4) The Cement Mason's Tools, (5) The Cement Mason's Materials, (6) Concrete Construction Practices, (7) Residential and Public Works Concrete, and (8) Patching, Cleaning, and Finishing Formed Concretes. Each topic contains written information, study assignment, and study questions. A list of instructional materials is given. (GR)

VT 011 251
Drywall Construction, Workbook. Part 1.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 69 294p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; APPRENTICESHIPS; *WORKBOOKS; *INSTRUCTIONAL MATERIALS; *BUILDING MATERIALS; CONSTRUCTION (PROCESS)
IDENTIFIERS - *DRYWALL CONSTRUCTION

ABSTRACT - Drywall Construction Part 1, prepared under the direction of the California State Education Advisory Committee for the Drywall Trade, is a highly specialized training guide designed to meet the needs of apprentices in the drywall trades. Material for this revised edition was prepared by a special committee representing

employers and employees of the drywall trades. Study units include: (1) Materials and Tools, (2) Basic Drywall Application, (3) Drywall Systems, and (4) Exterior Covering and Finishing. Each sub-topic includes a written description, line drawings and photographs when necessary to illustrate a point, and study questions. A list of instructional materials required for the classroom library is given. Part 2 of this workbook is available as VT 011 252, also in this issue. (GR)

VT 011 252
Drywall Construction, Workbook. Part 2.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 64 178p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; *WORKBOOKS; *INSTRUCTIONAL MATERIALS; BUILDING MATERIALS; CONSTRUCTION (PROCESS)
IDENTIFIERS - *DRYWALL CONSTRUCTION

ABSTRACT - Drywall Construction Part 2, prepared under the direction of the California State Educational Advisory Committee for the Drywall Trade, is a highly specialized training guide designed to meet the needs of apprentices in the drywall trades. The material was prepared by a committee representing employers and employees of the drywall trades. Study units include: (1) Framing, (2) Advanced Drywall Systems, (3) Interior Finish, and (4) Basic Welding. Each of the subtopics includes a written description, line drawings and photographs when needed, and checkup questions. A list of recommended instructional materials is given. Part 1 of this workbook is available as VT 011 251, also in this issue. (GR)

VT 011 253
Johnson, Earl; Arps, Les
Painting and Decorating, Workbook, Part 1.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 67 156p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; HAND TOOLS; SAFETY EDUCATION; *BUILDING TRADES; APPRENTICESHIPS; *INSTRUCTIONAL MATERIALS; *WORKBOOKS; *PAINTING

ABSTRACT - This workbook, the first in a series of three on painting and decorating, was prepared for apprentice training under the directions of the California State Educational Advisory Committee for the Painting and Decorating Trades. It is designed to be used by the apprentice as a guide to the information which explains the "why" of the trade, the safety practices, the interpretation of drawings, the use of tools, and the characteristics of materials used by the painter such as paints, enamels, and solvents. Each major unit contains assignments and written information. Topics for discussion and study guides are included for most units. A list of required and recommenced instructional materials is given. Related documents are available as VT 011 254 and VT 011 255 (also in this issue). (GR)

VT 011 254
Johnson, Earl; Jarvis, Don
Painting and Decorating, Workbook, Part 2.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 69 125p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; APPRENTICESHIPS; *INSTRUCTIONAL MATERIALS; *WORKBOOKS; COLOR PLANNING; INTERIOR DESIGN; *PAINTING

ABSTRACT - This workbook, second of a three part series on painting and decorating, was prepared for apprentice training under the direction of the California State Educational Advisory Committee for the Painting and Decorating Trades. Major topics of study are: (1) Mixing Paints, (2) Applying Paints, (3) Spray Painting, (4) Color Harmony and Design, and (5) Paperhanging and Wall Covering. Each unit contains written

information, study assignment, suggested topics for discussion when appropriate, and study questions. A list of instructional materials is given. Related documents are available as VT 011 253 and VT 011 255 (also in this issue). (GR)

VT 011 255
Balint, Emery, And Others
Course in Painting and Decorating; A Workbook for Apprentices, Part 3.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 61 94p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BUILDING TRADES; *INSTRUCTIONAL MATERIALS; *WORKBOOKS; *PAINTING; INTERIOR DESIGN; BLUEPRINTS; APPRENTICESHIPS

ABSTRACT - This workbook, last of a three-part series on painting and decorating, was prepared for apprentice training by the Instructional Materials Laboratory of the Bureau of Industrial Education. It is designed to satisfy the need of the apprentice for an organized course of study in the technical phases of his trade. Major topics of study are: (1) Gloss Finishes, (2) Decorating, (3) Blueprint Reading and Estimating, (4) Drawing, and (5) Recent Introductions. Each unit contains reference, introduction, assignment, and check-up questions. A list of instructional materials and answers to mathematics problems in Unit 3 are given. Related documents are available as VT 011 253 and VT 011 254 (also in this issue). (GR)

VT 011 256
Operating Engineers Heavy Duty Equipment: Structure of Components, How Components Function, Service of Components. Workbook, Part 1.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 122p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; *INSTRUCTIONAL MATERIALS; APPRENTICESHIPS; *OPERATING ENGINEERING; EQUIPMENT UTILIZATION

ABSTRACT - This workbook, first of a two-part series, is designed for apprentices who are in apprenticeship training as operating engineers of heavy duty equipment. The instructional material has been prepared at the request of the California Operating Engineers State Educational Advisory Committee by representative employers and employees. Major study topics include: (1) Bearings, (2) Lubrication, (3) Clutches, (4) Fluid Drives, (5) Transmission, (6) Brakes, (7) Drive Lines, and (8) Differentials, Rear Axles, and Final Drives. Each unit contains an introduction, related information, reading assignment, work assignment, and 25 true-false checkup questions. Part 2 of the workbook is available as VT 011 257, also in this issue. (GR)

VT 011 257
Operating Engineers Heavy Duty Equipment: Structure of Components, How Components Function, Service of Components. Workbook, Part 2.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 101p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; *INSTRUCTIONAL MATERIALS; APPRENTICESHIPS; EQUIPMENT UTILIZATION; *OPERATING ENGINEERING

ABSTRACT - This workbook, second of a two-part series, is designed for apprentices who are in apprenticeship training as operating engineers of heavy duty equipment. The instructional material has been prepared at the request of the California Operating Engineers State Educational Advisory Committee by representing employers and employees. Major study topics include: (1) Track Laying Tractor Wheels and Tracks, (2) Steering, (3) Tires and Their Care, (4) Cables (Wire Rope), (5) Compressors, (6) Water Pumps, (7) Winches and Chain Assemblies, and (8) Hand Tools and Power Operated Tools. Each unit contains an introduction, related information, reading assignment, work assignment, and 25 true-false checkup questions. Part 1 of the workbook is available as VT 011 256,

also in this issue. (GR)

VT 011 258
Operating Engineers; Special Systems: Hydraulic, Electric, Pneumatic, Rigging. Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, Fiscal Office--Order Section, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 65 128p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; *OPERATING ENGINEERING; *INSTRUCTIONAL MATERIALS; EQUIPMENT UTILIZATION; HYDRAULICS; ELECTRICAL SYSTEMS; *APPRENTICESHIPS
IDENTIFIERS - PNEUMATIC SYSTEMS; RIGGING INSTRUCTION

ABSTRACT - The California State Department of Education prepared this workbook as related instructional materials to supplement training programs for apprentices as operating engineers. Major units of study include: (1) Hydraulics, (2) Fundamentals of Rigging, (3) Industrial Application of Rigging, (4) Electric Power, (5) Storage Batteries, and (6) Pneumatics. The units are subdivided into topics, each containing an introduction, related information, reading assignment, work assignment, and 25 true-false checkup questions. (GR)

VT 011 274
Training and Technology; Machining and Production Machine Operating, A 42-Week Industrial Training Curriculum.

Oak Ridge Associated Universities, Tenn.
Tennessee Univ., Knoxville.
Union Carbide Corp., Oak Ridge, Tenn. Nuclear Div.
Office of Education (DHEW), Washington, D.C.
Department of Labor, Washington, D.C.
Atomic Energy Commission, Oak Ridge, Tenn.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 40p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE TOOL OPERATORS; EDUCATIONAL PROGRAMS; *COURSE CONTENT; MACHINISTS; METAL WORKING OCCUPATIONS
IDENTIFIERS - TRAINING AND TECHNOLOGY; TAT

ABSTRACT - Developed as a 72-week full-time educational program in machining and production machine operating, this curriculum guide was designed to assist the project developers, school administrators, training directors, supervisors, and teachers in the planning and developing of new programs to train people to qualify for entry level jobs in machining. The unique feature of the program is that training is conducted in an industrial plant under the direction of journeymen machinists, with trainees attending regularly scheduled classes in machine shop theory, shop math, and blueprint reading. Course content, time allotments between classroom and shop experience, textbooks, workbooks and supplementary references are outlined, and equipment needs are listed. This guide, a modified version of an earlier Training and Technology operators' program, includes a list of the machine shop staff, suggested equipment, a floor plan layout, instructional procedure, and a shop safety and housekeeping report. (GR)

VT 011 340
Static Electricity. Safety in Industry, Mechanical and Physical Hazards Series. Bulletin 256.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:256/2, $.20).
PUB DATE - 69 24p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BULLETINS; *SAFETY; *INDUSTRY; BIBLIOGRAPHIC CITATIONS; ELECTRICITY; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *STATIC ELECTRICITY

ABSTRACT - Developed by the Bureau of Labor Standards, this document discusses static electricity in terms of industry safety and possible causes and controls. The explanations have been simplified and are included to develop a practical basis for understanding and discussion. Topics are: (1) Electricity and Atoms, (2) Detection of

Static Electricity, (3) Control of Static Electricity, and (4) Static Electricity in Industry. A bibliography is appended. Related documents in this series are available as VT 011 341-VT 011 343 (all in this issue). (GB)

VT 011 341
Mechanics for the Safety Man. Safety in Industry, Mechanical and Physical Hazards Series, Bulletin 239.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:239/2, $.25).
PUB DATE - 69 25p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BULLETINS; *SAFETY EDUCATION; *LAWS; *INDUSTRY; INSTRUCTIONAL MATERIALS

ABSTRACT - The safety man applies some of the laws or principles of mechanics in his daily work of preventing accidents. This document, prepared by the Bureau of Labor Standards, is intended to relate current practices to the mechanical laws involved and to implant in the safety man's mind the idea that laws or principles may be useful in solving other problems in industrial safety. Related documents in this series are available as VT 011 340-VT 011 343 (all in this issue). (GB)

VT 011 342
The Use and Handling of Compressed Gases. Safety in Industry, Environmental and Chemical Hazards Series. Bulletin 259.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:259/2, $.25).
PUB DATE - 69 35p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BULLETINS; *SAFETY EDUCATION; *INDUSTRY; SAFETY; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *COMPRESSED GASES

ABSTRACT - Prepared for persons who are engaged in the field of accident prevention, this bulletin is offered as an aid in controlling the hazards arising from the use and handling of compressed gases. The document is one in a series on safety in industry developed by the Bureau of Labor Standards. Contents are: (1) General Physical Properties of Gases, (2) Specific Properties of Some Industrial Gases, and (3) Design, Installation, and Operation of Systems. Related documents in the series are available as VT 011 340-VT 011 343 (all in this issue). (GB)

VT 011 343
The Fundamentals of Accident Prevention. Safety in Industry Organization and Administration Series. Bulletin 247.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:247/2, $.15).
PUB DATE - 69 19p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *BULLETINS; *SAFETY EDUCATION; *INDUSTRY; *ACCIDENT PREVENTION; SAFETY; INSTRUCTIONAL MATERIALS

ABSTRACT - Developed by the Bureau of Labor Standards, this bulletin outlines basic elements which must be incorporated into every program of accident prevention if maximum results are to be obtained. Contents are: (1) Elements of a Safety Program, (2) Top Management Leadership, (3) A Safe and Healthful Place to Work, (4) Proper Training and Supervision, and (5) Employee Participation and Interest. Related documents in the series are available as VT 011 340-VT 011 342 (all in this issue). (GB)

VT 011 411
The Probationary Firemen; A Suggested Fire Training Program Outline for Use in the Training of Probationary Firemen.

California Fire Chief's Association, Sacramento. Training Officers' Section.

AIM/SPRING 71

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 66 24p.

DESCRIPTORS - *CURRICULUM GUIDES; *FIRE FIGHTERS; *TRADE AND INDUSTRIAL EDUCATION; *FIRE SCIENCE EDUCATION; *SERVICE OCCUPATIONS

ABSTRACT - For use in training probationary firemen, this bulletin includes: (1) krief introductory material on the role and responsibilities of fire fighters, (2) qualifications for a fireman, (3) firemen appointee checklist, (4) a topical outline for the orientation program, and (5) probation examination outline. Suggested fire training record forms are also provided. (AW)

VT 011 413
Promotion of Apprenticeship Preparatory Courses (APC) and Apprenticeship Prejob Programs (APJ) Recommended by the Federal Committee on Apprenticeship.

Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 9p.

DESCRIPTORS - *APPRENTICESHIPS; *VOCABULARY; *PROGRAM DESCRIPTIONS; TRADE AND INDUSTRIAL EDUCATION; MANPOWER NEEDS

ABSTRACT - This document, designed to advise Bureau of Apprenticeship staff, presents definitions of preparatory and prejob programs and recommendations for coordinating and promoting these programs. (Not recommended for hard copy due to marginal legibility of original document.) (GR)

VT 011 414
Glines, David F.
What a Fireman Should Know About Arson; Results of a Conference Concerning Those Things a Fireman Should Know About Incendiary Fires.

California State Dept. of Education, Sacramento. Bureau of Industrial Education.
MF AVAILABLE IN VT-ERIC SET.
Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814.
PUB DATE - 67 41p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *FIRE FIGHTERS; *FIRE SERVICE EDUCATION
IDENTIFIERS - *ARSON

ABSTRACT - Developed at a conference composed of representatives of the California State Fire Marshal's Office, municipal fire and police departments, National Board of Fire Underwriters, and the Intelligence Sections of the United States Army and Navy, this manual is designed to prepare firemen to effectively investigate arson. Contents explore the following six major subject areas: (1) observation enroute to and at the fire scene, (2) methods generally used by arsonists, (3) things to look for in recognizing evidence in arson cases, (4) things to consider in order to preserve, identify, and safeguard evidence, (5) usual motives for arson, and (6) things with which a fireman should be familiar in order to more effectively testify in court. (AW)

VT 011 420
Training Programs for Fishery Occupations. Program Development Information.

Office of Education (DHEW), Washington, D.C. Trade and Industrial Education Branch.
MF AVAILABLE IN VT-ERIC SET.
OE-84025
PUB DATE - 61 60p.

DESCRIPTORS - *RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *FISHERIES; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; CURRICULUM PLANNING

ABSTRACT - Compiled by a program specialist, this pamphlet provides information on the organization and operation of training programs for fishery occupations, as well as material to aid vocational educators in establishing contact with agencies concerned with manpower development for the industry. Examples of a 2-year and a 3-year high school preparatory curriculum, a variety of short courses offered as refresher or skill-

improvement courses for employees of the fisheries industry, and miscellaneous instructional units applicable to both preparatory or extension courses are outlined. Some subject areas covered are: (1) marine studies, (2) commercial fishing, (3) outboard motors, (4) boat building and maintenance, (5) communications, (6) commercial fishing equipment, (7) seamanship, (8) navigation, (9) meteorology, (10) marine engines, (11) electronics, and (12) intracostal waterway aids. Available resource materials are also listed. (AW)

VT 011 421
Flight Instructor Practical Test Guide.

Federal Aviation Administration, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-14A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (TD4.408:IN7/4, $.15).
PUB DATE - 69 15p.

DESCRIPTORS - *RESOURCE MATERIALS; *AIRCRAFT PILOTS; *FLIGHT TRAINING; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING TECHNIQUES

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Administration, this guide is designed to assist certified pilots in preparing for the practical demonstration required for the issuance of the flight instructor certificates. Test procedures covered consist of two phases: (1) the flight instructor ground test, in which the applicant demonstrates his ability to apply effective instructional techniques to flight training, and (2) the flight demonstration, which consists of the conduct of a flight lesson planned in Phase I, a standardization check on the performance of flight training maneuvers, and a postflight discussion. (AW)

VT 011 499
Raymond, L., And Others
Craftsmanship; The Hands Work. Types of Framing Construction.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 21p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; BUILDING TRADES; *CARPENTERS; *CONSTRUCTION INDUSTRY
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity package includes instruction on types of framing construction. Designed as a self-instructional unit for high school students, it contains: (1) Flow Chart, (2) Grading Procedure, (3) Rationale, (4) Primary Ideas, (5) Three Secondary Ideas, (6) Student Objectives, (7) Activities, and (8) Final Evaluation. Answers to pretest and a bibliography are included. (GR)

VT 011 501
Williams, Edgar, And Others
Drive Lines. Auto Mechanics--Vocational--2 Hour Class, LAP No. 4.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 25p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); HIGH SCHOOL STUDENTS; MANUALS; INSTRUCTIONAL AIDS; AUTO MECHANICS; MOTOR VEHICLES; POWER MECHANICS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - This learning activity package, developed under a grant from Elementary Secondary Education Act (ESEA) Title III, describes drive lines, a phase of auto mechanics. Designed as a 10-hour self instructional unit for individual learning, it contains: (1) Grading Procedures, (2) Rationale, (3) Primary and Secondary Ideas, (4) Objectives, (5) Pretest and Test Results, (6) Three Secondary Ideas, (7) Four Instructional Sheets, and (8) Final Instructions. A pretest answer sheet and bibliography are given. The instructional sheets are illustrated with photographs.

Additional Learning Activity Packages (LAP) are available. (GR)

VT 011 538
Wood Handbook; Basic Information on Wood as a Material of Construction with Data for Its Use in Design and Specification. Agriculture Handbook No. 72.

Department of Agriculture, Washington, D.C. Forest Products Lab.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AL.76:72, $3.00).
PUB DATE - 55 514p.

DESCRIPTORS - *STUDY GUIDES; *SUPPLEMENTARY TEXTBOOKS; *WOODWORKING; *BUILDING MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; BUILDING TRADES; CONSTRUCTION (PROCESS); BIBLIOGRAPHIC CITATIONS

ABSTRACT - This handbook, develo ed by the Forest Products Laboratory of the United States Forest Service, is designed as an aid to understanding the efficient use of wood as a construction material. Major topics are: (1) structure and physical properties of wood, (2) characteristics of important commercial woods, (3) strength values of clear wood, (4) grades and sizes of lumber, (5) construction processes, (6) control of moisture content and shrinkage of wood, (7) painting, finishing, and preserving wood, (8) poles, piling, and ties, (9) thermal insulation, (10) building fiberboards, and (11) modified woods and paper-base laminates. Bibliographic citations are located at the end of each chapter, and photograpqs, tables, and diagrams augment the text. A glossary and subject index are included. (SB)

VT 011 546
Hayhurst, Rex, And Others
Engine Construction: The Manifold--The Cylinder Head--The Oil Pan. Unit 5--LAP 1.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 15p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; LEARNING ACTIVITIES; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); *ENGINES; MOTOR VEHICLES; SERVICE OCCUPATIONS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Completion of this learning activity, developed with Elementary and Secondary Education Act (ESEA) Title III funds, will enable the student to remove and replace three major portions of the engine, the manifold, the cylinder head, and the oil pan. Contents of this self-instructional unit are: (1) Rationale, (2) Primary Idea, (3) Secondary Ideas, (4) Objectives, (5) Pretest, (6) Activities, (7) Instructional Sheet, and (8) Assignment Sheets. A pretest answer sheet and bibliography are included. Related documents are available as VT 011 547 and VT 011 548, also in this issue. Additional Learning Activity Packages (LAP) are available. (GR)

VT 011 547
Vaughn, Charles, And Others
Engine Construction: Crankshaft--Cylinder Block--Gaskets. Unit 5--LAP 4.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 18p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; MANUALS; *AUTOINSTRUCTIONAL AIDS; INSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); *ENGINES; MOTOR VEHICLES; SERVICE OCCUPATIONS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity describes the function and construction of the crankshaft, the major parts of a cylinder block, and the major engine gaskets. Contents of the self-instructional unit are (1) Rationale, (2) Primary and Secondary Ideas, (3) Instructional Objectives, (4) Pretest Instructions, Pretest, and Pretest Results, (5) Activities, (6) Instruction Sheet, and (7) Assignment Sheets. A pretest answer sheet and a bibliography are included. Related documents are available as VT 011 546 and VT 011 548, also in this issue. (GR)

VT 011 548
Vaughn, Charles, And Others
Engine Construction: Piston and Connecting Rod Assembly. Unit 5--LAP 3.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 18p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *AUTOINSTRUCTIONAL AIDS; MANUALS; INSTRUCTIONAL AIDS; *AUTO MECHANICS (OCCUPATION); *ENGINES; MOTOR VEHICLES; SERVICE OCCUPATIONS
IDENTIFIERS - ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity will enable the student to understand the functions of the piston, connecting rod, rings, and bearings in engine construction and repair. Contents of the self-instructional unit are: (1) Rationale, (2) Primary and Secondary Ideas, (3) Objectives, (4) Pretest, (5) Activities, (6) Instructional Sheets, and (7) Assignment Sheets. A pretest answer sheet and a bibliography are included. Related documents are available as VT 011 546 and VT 011 547, also in this issue. (GB)

VT 011 569
Hillinger, Yvonne M.; Ossi, John K.
The Art of Sewing.

Burlington County Vocational and Technical High School, Mt. Holly, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Area, New Brunswick, New Jersey 08903 ($1.50).
PUB DATE - Apr70 258p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL HOME ECONOMICS; *SEWING INSTRUCTION; CLOTHING; SEAMSTRESSES; *NEEDLE TRADES; SECONDARY EDUCATION; ILLUSTRATIONS; *TEXTBOOKS; *INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by a vocational and technical high school instructor and shop-tested 2 years, this text and reference book is for students interested in needle trades occupations. Illustrated units designed to provide basic sewing skills are: (1) Basic Information, (2) Handsewing, (3) Stitches, (4) Seams, (5) Hems, (6) Bias Binding, (7) Facings, (8) Inserts and Appliques, (9) Buttonholes, (10) Pockets, and (11) Plackets. Objectives, information, and assignments are included in the lessons of each unit. (SB)

VT 011 590
School Bus Driver Education; Advanced Driver Course.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.50).
PUB DATE - 69 67p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; *CURRICULUM GUIDES; *SCHOOL BUSES; BUS TRANSPORTATION; STUDENT TRANSPORTATION
IDENTIFIERS - *SCHOOL BUS DRIVERS; OHIO

ABSTRACT - Ohio State staff prepared this manual for use in presenting advanced courses of instruction for school bus drivers. Seven units, each divided into several subunits, cover: (1) Public Relations, (2) Safety and Emergency Evacuation, (3) First Aid, (4) Defensive Driving, (5) the Driver's Role in the Maintenance Program, (6) the Special Child, and (7) Ohio Pupil Transportation Rules and Regulations. Each subunit provides content, orientation material, presentation suggestions, and a summary. The manual is illustrated with numerous photographs and line drawings. A glossary and bibliography are also included. (AW)

VT 011 616
Responsibility for Safety. Safety in Industry Instructor Outline. Bulletin 283.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:283, $.25).
PUB DATE - 67 29p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; *RESPONSIBILITY; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on the responsibilities of a safety program in industry is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Safety Program Responsibility, (2) Basic Elements of Safety Organization, (3) Basic Requirements of Safety Organization, and (4) Cooperation. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 617
Promoting Worker Interest in Safety. Safety in Industry Instructor Outline. Bulletin 284.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:284, $.20).
PUB DATE - 67 19p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; *SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on promoting worker interest in safety is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Promoting Worker Interest, (2) Stimulating Worker Interest, (3) Self Preservation, (4) Material Gains, (5) Sympathy, (6) Pride, (7) Responsibility, (8) Leadership, (9) Logic, and (10) Promotion Methods. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 618
Safety Organization. Safety in Industry Instructor Outline. Bulletin 285.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:285, $.30).
PUB DATE - 67 38p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *ORGANIZATION; *INDUSTRY; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on safety organization is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Purpose of Safety Organization, (2) Elements of Production, (3) Types of Safety Organization, (4) Line Organization, (5) Staff Organization, (6) Safety Committee, (7) Duties of Safety Director, and (8) Balanced Safety Organization. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 619
Job Hazard Analysis. Safety in Industry Instructor Outline. Bulletin 287.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:287, $.25).
PUB DATE - 67 29p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; UNITS OF STUDY (SUBJECT FIELDS); SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS
IDENTIFIERS - *JOB HAZARD ANALYSIS

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on job hazard analysis is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Importance of Job Hazard Analysis, (2) What Is Hazard Analysis, (3) Process Relationship, (4) Study Plan Clues, (5) Operation Breakdown, (6) Simple Hazard Analysis Form, and (7) How Hazards Can Be Eliminated. Included are tips for the instructor and suggested procedures for planning, Classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 620
Planning Layout and Arrangement for Safety. Safety in Industry Instructor Outline. Bulletin No. 289.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 31p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *PLANNING; *INDUSTRY; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on planning layout and arrangement for safety is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Planning, Layout Arrangement, (2) Workplace Layout, (3) Old Layout, (4) New Layout, (5) Small Planing Mill, (6) Injury Sources Related to Process, (7) Aisles and Vehicular Aisles, (8) Work Standardization, (9) Purchasing Requirements, (10) Safe Stairs, (11) Angles of Ramps, (12) Considerations for Safe Type Floors, and (13) Items to Consider in Remodeling. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 621
Preventive Maintenance for Safety. Safety in Industry Instructor Outline. Bulletin No. 290.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:290, $.25).
PUB DATE - 67 28p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *MAINTENANCE; *INDUSTRY; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on preventive maintenance for safety is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Preventive Maintenance, (2) Maintenance Management, (3) Elements, (4) Press Inspection Record, (5) Maintenance Service Schedule, (6) Preventive Maintenance of Industrial Trucks, (7) High Hazard Area, (8) Building Inspection Form, and (9) Control in Preventive Maintenance. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 622
Handling Materials Safely. Safety in Industry Instructor Outline. Bulletin 291.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:291, $.40).
PUB DATE - 67 60p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; UNITS OF STUDY (SUBJECT FIELDS); SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS
IDENTIFIERS - *HANDLING MATERIALS

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on handling materials safely is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics include: (1) material handling, (2) manual tools in handling materials, (3) mechanical and power equipment, and (4) related equipment for use in handling materials. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 623
Safe Working Surfaces. Safety in Industry Instructor Outline. Bulletin 292.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:292, $.35).
PUB DATE - 67 40p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; UNITS OF STUDY (SUBJECT FIELDS); SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS
IDENTIFIERS - *SAFE WORKING SURFACES

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on safe working surfaces is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Prevention of Falls, (2) Classes of Falls, (3) Angles of Ramps, (4) Safe Stairs, (5) Standard Railings, (6) Portable Straight Ladder, (7) Non-Slip Ladder Shoes, (8) Portable Step Ladder, (9) Fixed Ladder with Cage, (10) Safety Recommendations for Scaffolds, (11) Falls on Same Level, and (12) Floor Hazard Chart. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 624
Housekeeping for Safety. Safety in Industry Instructor Outline. Bulletin 295.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:295, $.25).
PUB DATE - 67 23p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - *HOUSEKEEPING

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on plant housekeeping in industry is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics cover: (1) Good Plant Housekeeping, (2) Assumptions from Plant Housekeeping, (3) Poor Housekeeping Indicators Often Leading to Spontaneous Ignition, (4) Use of Paint to Highlight, and (6) Stacking and Piling Safety. Included are tips for the instructor and suggested procedures for planning,

classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 625
Illumination for Safety. Safety in Industry Instructor Outline. Bulletin 297.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:297, $.20).
PUB DATE - 67 18p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; *LIGHTING; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on illumination for safety is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Proper Lighting, (2) How We See, (3) Brightness, (4) Quantity of Illumination, (5) Quality of Illumination, (6) Brightness Ratios, (7) Types of Illumination, (8) Reflection Factors, and (9) Maintenance. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629 in this issue. (GB)

VT 011 626
Use of Color for Safety. Safety in Industry Instructor Outline. Bulletin 298.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:298, $.30).
PUB DATE - 67 34p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; *COLOR; SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on the use of color for safety in industry is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Illumination and Legibility in Color, (2) Facts About Color, (3) Differential Color Painting of Machines, (4) Reactions to Color, (5) Fire Protection Red, (6) Alert Orange, (7) High Visibility Yellow, (8) Safety Green, (9) Precaution Blue, (10) Radiation Purple, (11) Traffic White, and (12) A Safety Color Standard for Piping. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 627
The Consultative Approach for Safety Promotion. Safety in Industry Instructor Outline. Bulletin 301.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:301, $.25).
PUB DATE - 67 25p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *INDUSTRY; UNITS OF STUDY (SUBJECT FIELDS); INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; BULLETINS; SAFETY; CHARTS
IDENTIFIERS - *CONSULTATIVE APPROACH

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on the consultative approach for safety promotion in industry is one of a series developed by staff of the Office of

Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) The Consultative Approach, (2) Qualifications of Consultant, (3) Selling Safety, (4) Survey for Appraisal, (5) Preparing Recommendations, (6) Written Report, and (7) Followup. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 628
Otto, Francis L.
Construction Safety, Site Clearing. Safety in Industry Instructor Outline. Bulletin 302.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:302, $.25).
PUB DATE - 67 27p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *CONSTRUCTION INDUSTRY; *SITE DEVELOPMENT; UNITS OF STUDY (SUBJECT FIELDS); SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on construction safety in site clearing is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics are: (1) Scope and Purpose, (2) Planning, (3) Hazard Analysis, (4) Brush Cutting, (5) Felling and Bucking, (6) Grading Operations, (7) Debris Disposal and Burning, (8) Fire Hazards, (9) Materials Handling and Piling, (10) Poisonous Plants, (11) Insects, Vermin, Reptiles, and Rodents, (12) Pruning, (13) Climbing, (14) Stumps, (15) Tool Safety, and (16) Clothing and Personal Protective Equipment. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 629
Otto, Francis L.
Construction Safety, Pile Driving, and Cofferdams. Safety in Industry Instructor Outline. Bulletin 305.

Bureau of Labor Standards (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:305, $.45).
PUB DATE - 67 67p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY EDUCATION; *CONSTRUCTION INDUSTRY; UNITS OF STUDY (SUBJECT FIELDS); SAFETY; INSTRUCTIONAL MATERIALS; CHARTS; INSTRUCTIONAL AIDS; BULLETINS
IDENTIFIERS - *PILE DRIVING

ABSTRACT - Intended as a guide to standard presentation of the subject in sequence and basic content, this instructor outline on construction safety in pile driving and cofferdams is one of a series developed by staff of the Office of Occupational Safety and the International Division, Bureau of Labor Standards. Topics include: (1) Scope and Purpose, (2) The Problem, (3) What Piling Is, (4) Use of Piles, (5) Types of Piling, (6) Equipment, Methods, and Operating Hazards, (7) Uses of Sheet Piling, (8) Scope and Purpose of Cofferdams, (9) Subsurface Exploration, and (10) Summary of Operating Safety Rules. Included are tips for the instructor and suggested procedures for planning, classroom preparation, and teaching. In addition, charts and other teaching aids are presented. This document is one in a series of 14 related documents now being processed and are available as VT 011 616-VT 011 629, all in this issue. (GB)

VT 011 644
Colucci, Leonard
Auto Body Refinishing.

Camden County Vocational and Technical Schools, Pennsauken, N.J.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.

Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.75).
PUB DATE - Jun70 113p.

DESCRIPTORS - *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO BODY REPAIRMEN; MOTOR VEHICLES; SKILLED OCCUPATIONS; PAINTING; *HIGH SCHOOL STUDENTS; ACHIEVEMENT TESTS; ILLUSTRATIONS; JOB SKILLS

ABSTRACT - This manual, prepared by a vocational-technical educator and shop-tested for 2 years, was developed to aid high school students acquire painting skill in automotive refinishing. Units are: (1) Shop Orientation, (2) Equipment, (3) Tools, (4) Materials, (5) Basic Operations, (6) Spraying, (7) Refinishing Procedures, and (8) Paint Difficulties: Causes and Remedies. Illustrated lessons containing objectives, information, assignments, and suggested activities make up each unit, and an achievement test completes the unit. A glossary and bibliography are included. (SB)

VT 011 666
Punari, Mary
Learning to Sew. Part I.

Marie H. Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jun70 192p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *NEEDLE TRADES; HOME ECONOMICS EDUCATION; CLOTHING INSTRUCTION; *SEWING INSTRUCTION; *STUDY GUIDES; MANUALS; ILLUSTRATIONS; *DEAF EDUCATION; INSTRUCTIONAL MATERIALS; HIGH SCHOOL STUDENTS; SECONDARY GRADES; ACHIEVEMENT TESTS

ABSTRACT - Developed by sewing instructors of the Marie H. Katzenbach School for the Deaf and shop-tested, this manual is for high school students with hearing disability who are interested in needle trades occupations. Units are: (1) You Can Sew, (2) Good Tools, (3) Points for Beginners, (4) Measurements, (5) Basting Stitches, (6) Basic Hand Stitches, (7) Decorative Stitches, (8) The Sewing Machine, (9) Learning to Care for a Sewing Machine, and (10) Using Your Sewing Machine. The units consist of illustrated lessons composed of objectives, information, vocabulary terms, and an assignment, followed by an achievement test. Part II, which is a continuation of Part I, is available as VT 011 667, also in this issue. (SB)

VT 011 667
Punari, Mary
Learning to Sew. Part 2.

Marie H. Katzenbach School for the Deaf, West Trenton, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00).
PUB DATE - Jun70 218p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *NEEDLE TRADES; HOME ECONOMICS EDUCATION; CLOTHING INSTRUCTION; *SEWING INSTRUCTION; *STUDY GUIDES; *DEAF EDUCATION; MANUALS; ILLUSTRATIONS; INSTRUCTIONAL MATERIALS; HIGH SCHOOL STUDENTS; SECONDARY GRADES; ACHIEVEMENT TESTS

ABSTRACT - This continuation of Part 1 was developed and shop-tested by sewing instructors of the Marie H. Katzenbach School for the Deaf and is for high school students interested in needle trades occupations. Units are: (1) Things to Make, (2) Seam Finishes, (3) Hemming Stitches, (4) Using a Commercial Pattern, (5) Common Skills in Construction, (6) Special Skills in Construction, and (7) Good Sewing Equipment. Each unit is composed of illustrated lessons containing objectives, information, vocabulary terms, and an assignment. An achievement test concludes each unit. A bibliography is included and a complete listing of vocabulary words is appended. Part I is available as VT 011 666, also in this issue. (SB)

VT 011 678
Suggested Guidelines for a Vocational Diversified Metals Program. Bulletin No. 12-770.

Illinois State Board of Vocational Education and Rehabilitation, Springfield. Vocational and Technical Education Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 213p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *METALS; *COURSE CONTENT; SHEET METAL WORK; WELDING; FOUNDRIES; MACHINE TOOL OPERATORS; METALLURGY; *GUIDELINES; BIBLIOGRAPHIES

ABSTRACT - Developed by metalworking and metals occupations teachers as an outcome of a 3-year (1966-69) pilot program in Vocational Diversified Metals Occupations, these guidelines for instructional content are intended for those who plan to start a new program or already have such a program in operation. The areas of content are: sheet metal, welding, foundry, machine shop, and heat treatment. Each area has been analyzed into instructional units of operations and information topics. The operations are the manipulative or doing units which the student performs in the shop or laboratory, while the information topics include the cognitive theory or knowing units which the student should know and understand. A sample instructional outline has been prepared for one information topic in each major area; instructors must prepare their own outlines for teaching the operative units and remaining information topics. A bibliography is included. (GR)

VT 011 723
Electronic-Power Technology; A Suggested Two-Year Post-High-School Program. Engineering Technology Series, No. 5.

Illinois Univ., Urbana. Engineering Technology Curriculum Advisory Committee. Illinois State Board of Vocational Education and Rehabilitation, Springfield
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun70 95p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONIC TECHNICIANS; *ELECTRONICS; *ENGINEERING TECHNICIANS; POST SECONDARY EDUCATION; TECHNICAL EDUCATION

ABSTRACT - Part of a series of engineering technology curriculum guides, this guide is for use by instructors and administrators in developing 6-quarter postsecondary programs in electronic-power technology. Contents cover general requirements, objectives, faculty, student selection and services, unique features of the program, laboratory instruction and equipment, textbooks, laboratory facilities and special shop area, and a suggested 2-year curriculum outline. Course outlines providing credit hours, course description, instruction procedures, content, and references are given for: (1) computer science, (2) mathematics, (3) introduction to electronics technology, (4) electronics, (5) industrial electronics, (6) circuits, (7) power circuits, (8) energy conversion, (9) energy system controls, (10) transmission lines, (11) physics, (12) mechanical drafting, (13) electrical-electronic drafting, (14) communications, (15) technical report writing, (16) psychology and human relations, (17) industrial organization and operation, (18) economics of industry and American government and history. Suggested laboratory facilities and equipment are appended. Related guides are available as VT 000 431 (AIM Spring 1969), VT 000 432 (AIM Fall 1969), ED 014 302, and VT 011 726 (also in this issue). (AW)

VT 011 726
Machine Design Technology; A Suggested Two-Year Post-High-School Program. Engineering Technology Series No. 4.

Illinois Univ., Urbana. Engineering Technology Curriculum Advisory Committee. Illinois State Board of Vocational Education and Rehabilitation, Springfield
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun68 80p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MECHANICAL DESIGN TECHNICIANS; *ENGINEERING TECHNICIANS; TECHNICAL EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - Part of a series of engineering technology curriculum guides, this guide is for use by instructors and administrators in developing 6-quarter postsecondary programs in machine design technology. Contents include information on requirements, objectives, faculty, student selection and services, textbooks, laboratory instruction and equipment, facilities, and a complete curriculum outline. Course outlines providing credit hours, course description, instruction procedures, content, and texts and references are given for: (1) mathematics, (2) technical physics, (3) materials of industry, (4) manufacturing processes, (5) technical graphics, (6) computer programing,

(7) mechanisms, (8) applied mechanics, (9) strength of materials, (10) metallurgy and heat treatment, (11) control systems, (12) machine design, (13) design projects, (14) communications, (15) technical report writing, (16) psychology and human relations, (17) industrial organization and operation, (18) American government, and (19) economics of industry. Several technical electives are also outlined, and equipment lists and suggested physical laboratory facilities are appended. Other guides in the series are available as VT 000 431 (AIM Spring 1969), VT 001 432 (AIM Winter 1969), ED 014 302, and VT 011 723 (also in this issue). (AW)

VT 011 864
Graphic Communications, Career Speech for Senior High Students.

Education Council of the Graphic Arts Industry, Inc., Pittsburgh, Pa.
MF AVAILABLE IN VT-ERIC SET.
Education Council of the Graphic Arts Industry, Graphic Arts Technical Foundation, 4615 Forbes Avenue, Pittsburgh, Pennsylvania 15213 (no charge).
PUB DATE - ND 11p.

DESCRIPTORS - *SPEECHES; *SENIOR HIGH SCHOOLS; GRAPHIC ARTS; OCCUPATIONAL CLUSTERS; OCCUPATIONAL INFORMATION; *TRADE AND INDUSTRIAL EDUCATION; *CAREER OPPORTUNITIES; JOB SKILLS; *EMPLOYERS

ABSTRACT - Many high school seniors will enter the job market upon graduation thus neccessitating the need for specific information concerning job opportunities and job requirements. To help provide the needed information on the graphic communications industry a prepared speech has been developed by an affiliated education council for use in career planning projects and includes tips on delivery, an outline, a speaker's guide, and the text of the speech. By using this speech the employer can refer to the cluster of related jobs and career opportunities available to interested and qualified personnel. A related document for junior high school is available as VT 011 865, (also in this issue). (JS)

VT 011 865
Graphic Communications, Career Speech for Junior High Students.

Education Council of the Graphic Arts Industry, Inc., Pittsburgh, Pa.
MF AVAILABLE IN VT-ERIC SET.
Education Council of the Graphic Arts Industry, Graphic Arts Technical Foundation, 4615 Forbes Avenue, Pittsburgh, Pennsylvania 15213 (no charge).
PUB DATE - ND 12p.

DESCRIPTORS - *SPEECHES; *JUNIOR HIGH SCHOOLS; GRAPHIC ARTS; OCCUPATIONAL CLUSTERS; *TRADE AND INDUSTRIAL EDUCATION; *CAREER OPPORTUNITIES; JOB SKILLS; *EMPLOYERS; CAREER PLANNING; OCCUPATIONAL INFORMATION

ABSTRACT - As a result of the increased emphasis on career exploration in the junior high school, employers are often asked to deliver a speech on job opportunities and requirements regarding his particular industry. To assist the employer speaking on graphic communications, this prepared speech was developed by an affiliated education council and includes tips on delivery, an outline, a speaker's guide, and the text. The text refers to the cluster of related industries by explaining graphic communications and by identifying career opportunities available to interested and trained personnel. A related document for senior high schools is available as VT 011 864, (also in this issue). (JS)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 009 551
Thomas, Rose C.
Public Service Careers Program. Training Manual for Case Aide Trainees.

New York City Dept. of Social Services, N.Y. Office of Training.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Mar68 88p.

DESCRIPTORS - *PROGRAM GUIDES; ADMINISTRATOR GUIDES; *SUBPROFESSIONALS; *CASEWORKERS; *CULTURALLY DISADVANTAGED; ON THE JOB TRAINING; JOB SKILLS; EDUCATIONAL PROGRAMS; EMPLOYMENT OPPORTUNITIES; JOB DEVELOPMENT; CURRICULUM GUIDES; *VOCATIONAL EDUCATION; COMMUNITY RESOURCES

ABSTRACT - Developed as the result of a training program administered by the Manpower Career Development Agency which trained a thousand recruits between October 1967 and January 1968, this program guide is intended for supervisory staff who have responsibility for the development and teaching of case aide trainees. The intensive training program involving a 1-week period of core orientation and counseling, and a 6-month period of on-the-job training and remedial education is designed for the culturally disadvantaged. Section 1 provides background information about the program including the rationale for the use of case aides, description of the core orientation, duties of the on-site coordinator, administrative procedures, job tasks of the case aide, teaching suggestions, and an on-the-job evaluation form. Section 2 outlines the curriculum and includes objectives and suggested teaching methods. Section 3 contains suggestions for becoming familiar with community resources. Record material, weekly schedule, simple evaluation questionnaires, and sample orientation sessions and newsletters are appended. (SB)

VT 010 462
Pitner, Alphonse
Chemical and Nuclear Technology: Book 2-Basic Analysis; Area 1-Visual Communication, Unit 3-Chemical Instruments.

Camden County Vocational and Technical High School, Pennsauken, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Vocational Div.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($3.00).
PUB DATE - Jan67 414p.

DESCRIPTORS - *PROGRAMED MATERIALS; *PROGRAMED INSTRUCTION; *PROGRAMED TEXTS; TECHNOLOGY; VISUAL LEARNING; SIGHT METHOD; *LABORATORY EQUIPMENT; *CHEMISTRY

ABSTRACT - Prepared by a vocational and technical education instructor, this manual is designed to provide basic instruction on chemical instruments. Format consists of photographs or drawings of various chemistry apparatus, equipment, or instruments, followed by program sheets to be filled in by the student and covering such aspects of the item as definition, function, form, adaptations, or analytical techniques. The three major sections are: Understanding Appliances, Analyzing Assemblies, and Understanding Instruments. A related document is available as VT 010 539, also in this issue. (AW)

VT 010 481 ED 039 324
CURRICULA LEADING TO DEGREES IN ENGINEERING TECHNOLOGY IN THE UNITED STATES.

ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT, NEW YORK, N.Y.
EDRS PRICE MF-$0.65 HC-$3.29
ENGINEERS COUNCIL FOR PROFESSIONAL DEVELOPMENT, 345 EAST 47TH STREET, NEW YORK, NEW YORK 10028
PUB DATE - 68 12P.

DESCRIPTORS - *ACCREDITATION (INSTITUTIONS); *CURRICULUM EVALUATION; *ENGINEERING TECHNOLOGY; *TECHNICAL EDUCATION

ABSTRACT - IN 1964, THE ENGINEERS' COUNCIL FOR PROFESSIONAL DEVELOPMENT APPOINTED A STANDING SUBCOMMITTEE TO ESTABLISH A BASIS FOR ACCREDITING PROGRAMS OF TECHNICAL INSTITUTE TYPE--NOW DESIGNATED AS ENGINEERING TECHNOLOGY. CURRICULA IN THE FOLLOWING EDUCATIONAL INSTITUTIONS WERE CONSIDERED: TECHNICAL INSTITUTES (ENDOWED OR PUBLICLY SUPPORTED), JUNIOR COLLEGES, COLLEGES OF TECHNOLOGY, DIVISIONS OF COLLEGES AND UNIVERSITIES, AND PROPRIETARY SCHOOLS (OPERATED BY INDIVIDUALS OR CORPORATIONS).

CURRICULA WERE EVALUATED BOTH QUALITATIVELY AND QUANTITATIVELY. SUCH FACTORS AS EXPERIENCE OF FACULTY MEMBERS, TEACHER-STUDENT RATIO, RECORDS OF GRADUATES, CURRICULA OFFERED, GRADUATION AND ADMISSION REQUIREMENTS, PHYSICAL FACILITIES, AND FINANCIAL STATUS WERE CONSIDERED. A LIST IN ALPHABETICAL ORDER OF THE ACCREDITED CURRICULA LEADING TO DEGREES IN ENGINEERING TECHNOLOGY IN THE UNITED STATES IN 1968 IS INCLUDED IN THE TEXT OF THE REPORT. (BC)

VT 010 539
Pitner, Alphonse
Chemical and Nuclear Technology: Book 2-Basic Analysis; Area 1-Visual Communication; Unit 1-Common Laboratory Items.

Camden County Vocational and Technical High School, Merchantville, N.J.
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 4103 Building, Kilmer Campus, New Brunswick, New Jersey 08903 ($1.50).
PUB DATE - Feb64 99p.

DESCRIPTORS - *PROGRAMED MATERIALS; *PROGRAMED INSTRUCTION; *PROGRAMED TEXTS; TECHNOLOGY; *VISUAL LEARNING; SIGHT METHOD; *LABORATORY EQUIPMENT; AUTOINSTRUCTIONAL AIDS; VOCATIONAL EDUCATION; TECHNICAL EDUCATION

ABSTRACT - Prepared by a vocational and technical education instructor, this manual provides basic instruction on common laboratory equipment by using a visual communication system which provides drawings or photographs and explanations of various laboratory items followed by questions or statements to which the student may respond. Contents are divided into sections covering standard laboratory glassware, with 21 items identified, and standard laboratory accessories, with 19. Brief explanatory information and a list of trade sources are also given. A related document is VT 010 462, also in this issue. (AW)

VT 010 716
Training and Technology; Mechanical Engineering Technology, A 42-Week Industrial Training Curriculum.

Oak Ridge Associated Universities, Tenn.
Tennessee Univ., Knoxville.
Union Carbide Corp., Oak Ridge, Tenn. Nuclear Div.
Office of Education (DHEW), Washington, D.C.
Atomic Energy Commission, Oak Ridge, Tenn.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
MFD-7
PUB DATE - Nov69 92p.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL EDUCATION; TRAINEES; *DRAFTING; COURSE DESCRIPTIONS; *ENGINEERING TECHNICIANS; *ADULT VOCATIONAL EDUCATION
IDENTIFIERS - *TRAINING AND TECHNOLOGY; TAT

ABSTRACT - The training staff at the Nuclear Division of the Union Carbide Corporation prepared the technical and related materials for this curriculum guide for project developers, school administrators, training directors, supervisors, and teachers who are planning and developing new programs to train draftsmen for entry level or higher positions which will require only minimum on-the-job drafting training. Curriculum summaries are given for the 42-week program for technician trainees who had courses which included college-level physics and mathematics and for design draftsmen trainees who had exploratory courses in the physical sciences and more basic mathematics. The 30 technical and related course outlines include course description, recommended texts, time required, major divisions and an outline of topics. In addition to regular courses, seminars were conducted as needed on such topics as career development, labor unions, and other subjects not covered in the curriculum. A report on general worker training curriculum is available as VT 010 740 (ARM Spring 1971). (BC)

VT 010 717
Training and Technology; Physical-Testing Technology, A 42-Week Industrial Training Curriculum.

Oak Ridge Associated Universities, Tenn.
Tennessee Univ., Knoxville.
Union Carbide Corp., Oak Ridge, Tenn. Nuclear Div.
Office of Education (DHEW), Washington, D.C.

Department of Labor, Washington, D.C.
Atomic Energy Commission, Oak Ridge, Tenn.
MF AVAILABLE IN VT-ERIC SET.
MFD-6
PUB DATE - Sep69 96p.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL EDUCATION; *ADULT VOCATIONAL EDUCATION; COURSE DESCRIPTIONS; SUBPROFESSIONALS; *TRAINEES
IDENTIFIERS - PHYSICAL TESTING; *TRAINING AND TECHNOLOGY; TAT

ABSTRACT - The training staff at the Nuclear Division of Union Carbide Corporation prepared the technical and related materials for this curriculum guide for project developers, school administrators, training directors, supervisors, and teachers who are planning and developing new programs to train high school graduates for entry employment as inspectors and technicians capable of performing basic tests in a physical testing laboratory. Curriculum summaries are given for the 42-week program for technician trainees who had courses which included college-level physics and mathematics, and for inspector trainees who had exploratory courses in the physical sciences and more basic mathematics. The 32 technical and related course outlines include course description, recommended texts, time required, major divisions and an outline of topics. A report on the general worker training curriculum is available as VT 010 740 (ARM Spring 1971). (BC)

VT 010 984
Opportunities in the Welding Industry.

American Welding Society, New York, N.Y. Educational Activities Committee.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - May68 24p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *OCCUPATIONAL GUIDANCE; *EMPLOYMENT OPPORTUNITIES; *WELDING; *CAREER OPPORTUNITIES; OCCUPATIONAL CHOICE; VOCATIONAL DEVELOPMENT; TECHNICAL EDUCATION; VOCATIONAL COUNSELING; METAL WORKING OCCUPATIONS

ABSTRACT - This document was prepared by the Educational Activities Committee of the American Welding Society to describe the various occupations and opportunities in the welding industry. Eighteen job classifications with educational requirements, salary ranges, and opportunities are presented to help occupational guidance personnel and students in career planning. (GB)

VT 011 025
Demonstration Guide for Prevention of Electric Shock Injury.

Public Health Service (DHEW), Washington, D.C. Bureau of Community Environmental Management.
MF AVAILABLE IN VT-ERIC SET.
U.S. Department of Health, Education, and Welfare, Public Health Service, Consumer Protection and Environmental Health Service, Environmental Control Administration, Bureau of Community Environmental Management, 222 East Central Parkway, Cincinnati, Ohio 45202.
PUB DATE - 69 54p.

DESCRIPTORS - *DEMONSTRATIONS (EDUCATIONAL); *TEACHING GUIDES; *ELECTRICITY; INJURIES; *ACCIDENT PREVENTION; *SAFETY EDUCATION

ABSTRACT - By illustrating and explaining basic facts particularly applicable to electricity, electrical systems, and electrical cords and appliances in the home, this demonstration guide is intended to aid in the prevention of injuries associated with the misuse of electrical current. Contents include: (1) suggested use of visual aids and demonstration procedures, (2) suggested methods of presenting the program, (3) basic information sheets about electricity for use by the demonstrator, (4) two scripts on prevention of electric shock injury for use with slides and/or transparencies, and (5) lists of program aids and materials. The transparency set, slides, and demonstration kit may be obtained from the source of availability cited for this document. (AW)

VT 011 103 ED 045 800
Scientific Data Processing Technology. A Suggested Two-Year Post-High School Curriculum.

North Carolina Univ., Raleigh. N.C. State Univ. Dept. of Industrial and Technical Education.

Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (HE5.280:80068, $1.00).
PUB DATE - 70 108p.

DESCRIPTORS - *CURRICULUM GUIDES; *TECHNICAL EDUCATION; *COMPUTER SCIENCE EDUCATION; *SUBPROFESSIONALS; *DATA PROCESSING; POST SECONDARY EDUCATION; COMPUTER SCIENCE

ABSTRACT - Developed by a technical education specialist, this curriculum guide is designed to assist school administrators, supervisors, and teachers in planning and developing new programs or evaluating existing ones in scientific data processing technology, primarily on the post-high school level. Contents include: (1) a suggested curriculum plan, (2) course outlines with examples of texts and references, (3) suggested sequence of technical education procedures, (4) laboratory layouts with equipment and costs, (5) a discussion of remote computation and time sharing, library and its use, faculty, and student services, and (6) a listing of selected scientific, trade, and technical societies concerned with the technology. The 2-year program may be modified to meet local, state, and regional needs. (AW)

VT 011 159
How to Read a Rule. Lesson II of Math Series.

Rehabilitation Research Foundation, Elmore, Ala.
Department of Health, Education, and Welfare, Washington, D.C.
Department of Labor, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Education, State Department of Education, P.O. Box 2847, University, Alabama 35486 ($.40).
PUB DATE - 66 20p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ILLUSTRATIONS; JOB SKILLS; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; *SKILL DEVELOPMENT
IDENTIFIERS - *RULE READING

ABSTRACT - In many trades one must know how to read a rule. Intended for beginners in vocational training, this lesson is designed to teach the student to read a mason's rule. Included are exercises, tests, and answers as well as illustrations on the various steps. (GB)

VT 011 205
Carpentry. A Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service.
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
PUB DATE - 70 60p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *WOODWORKING; *BUILDING TRADES; *HIGH SCHOOL STUDENTS; GRADE 11; GRADE 12; COURSE OBJECTIVES; COURSE DESCRIPTIONS; INSTRUCTIONAL AIDS; BIBLIOGRAPHIC CITATIONS

ABSTRACT - To assist teachers and supervisors in organizing and improving vocational carpentry programs for Grades 11 and 12, this course outline was developed by vocational trade and industrial education personnel. Emphasis is placed on individual instruction, demonstration, and application, allowing each pupil to progress at his own rate as demonstrated by his ability and application. Suggested approaches to implementation are actual home construction by the class or cooperative educational opportunities on construction sites. Units are: (1) Orientation, (2) Blueprint Reading, (3) Applied Math, (4) Applied Science, (5) Foundations, (6) Floor Framing, (7) Wall Framing, (8) Roof Framing, (9) Roofing, (10) Insulation, (11) Exterior Finish, (12) Interior Finish, and (13) Special Operations. In addition, a course description, course objectives, equipment list, bibliography, and teaching aids with sources are included. (GB)

VT 011 262
Blast Off! Vocational Related Math for Vocational Improvement Programs.

Tennessee State Board for Vocational Education, Nashville.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.

PUB DATE - Oct69 135p.

DESCRIPTORS - *STUDY GUIDES; *MATHEMATICS; *NUMBER SYSTEMS; MATHEMATICS INSTRUCTION; TESTS; ADDITION; SUBTRACTION; DIVISION; *WHOLE NUMBERS; MULTIPLICATION

ABSTRACT - The first in a 3-part mathematics series for use in vocational improvement programs in Tennessee, this manual contains basic related math in simple form, including: (1) the basic number system, (2) addition, subtraction, multiplication, and division of whole numbers, and (3) geometric shapes. Each section contains information sheets, suggested supplementary materials, skill practice sheets (pretests), assignment sheets, and evaluation sheets (posttests), of progressively increasing difficulty. Students may begin at their own achievement levels and progress at their own rates under the instructor's guidance. Other documents in the series are available as VT 011 263 and VT 011 264, also in this issue. An answer key may be obtained from the source of availability cited for this document. (AW)

VT 011 263
In Orbit! Vocational Related Math for Vocational Improvement Programs.

Tennessee State Board for Vocational Education, Nashville.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.
PUB DATE - Oct69 147p.

DESCRIPTORS - *STUDY GUIDES; *MATHEMATICS; *WHOLE NUMBERS; *FRACTIONS; *DECIMAL FRACTIONS; MATHEMATICS INSTRUCTION; MEASUREMENT; TESTS

ABSTRACT - The second in a 3-part mathematics series for use in vocational improvement programs in Tennessee, this manual provides material designed to develop proficiency and increase basic math knowledge. Contents cover whole numbers, measurements, fractions, and decimals, with each section providing information sheets, suggested supplementary materials, skill practice tests (pretests), assignment sheets, and evaluation sheets (posttests) of progressively increasing difficulty. Students may use the material at their individual achievement levels under the instructor's guidance. Other documents in the series are available as VT 011 262 and VT 011 264, also in this issue. An answer key may be obtained from the source of availability cited for this document. (AW)

VT 011 264
Touchdown! Vocational Related Math for Vocational Improvement Programs.

Tennessee State Board for Vocational Education, Nashville.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.
PUB DATE - Oct69 130p.

DESCRIPTORS - *STUDY GUIDES; *MATHEMATICS; *MEASUREMENT; *WHOLE NUMBERS; *FRACTIONS; MATHEMATICS INSTRUCTION; PERCENTAGE; TESTS

ABSTRACT - The last in a 3-part mathematics series for use in vocational improvement programs in Tennessee, this manual contains the most difficult material in the series and provides more practical applications of the computational skills learned in parts I and II. Information sheets, suggested supplementary materials, skill practice sheets (pretests), assignment sheets, and evaluation sheets (posttests) of progressively increasing difficulty are provided for units on measurements and measures, fractions, percent, and whole numbers. The material may be used by individual students at their own rates under the instructor's guidance. Other documents in the series are VT 011 262 and VT 011 263, also in this issue. An answer key may be obtained from the source of availability cited for this document. (AW)

VT 011 292
Masonry Vocational Training, Modular Instruction.

Federal Reformatory, Petersburg, Va.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 92p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *MASONRY; *COURSE OBJECTIVES; *JOB TRAINING; COURSE DESCRIPTIONS; COURSE CONTENT; INSTRUCTIONAL MATERIALS

ABSTRACT - For use in instructional and on-the-job training courses, this modular outline, developed by the Federal Reformatory of Petersburg, Virginia, consists of 11

modules encompassing 27 performance objectives. Modules are: (1) Introduction, (2) Tools, Equipment and Materials, (3) Mortar, (4) Block Construction, (5) Brick Construction, (6) Brick and Block Construction, (7) Pilasters, (8) Common Bond Walls, (9) Partition Walls, (10) Flue, and (11) Store Front. The modular course construction allows for additions, deletions, and revisions. (Not recommended for hard copy reproduction due to marginal legibility of original document.) (GB)

VT 011 322
You and Your Job; A Suggested Guide for Instructors.

Milwaukee Vocational, Technical, and Adult Schools, Wis.
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 123p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CULTURALLY DISADVANTAGED; *TEACHING GUIDES; OCCUPATIONAL INFORMATION; *JOB PLACEMENT; ADULT EDUCATION; *WORK ATTITUDES; TEACHING TECHNIQUES; RESOURCE MATERIALS

ABSTRACT - Prepared by the Milwaukee Vocational Technical and Adult Schools under government contract, this instructor's guide was written particularly to meet the needs of the less experienced instructor. Material for the guide and the related booklets was designed to provide the disadvantaged with instruction necessary for the development of attitudes required in getting and holding a job. The various sections of the guide are devoted to each of the five booklets concerning aspects of the job which are: (1) What Is It, (2) Where Is It, (3) How to Get It, (4) How to Keep It, and (5) Where to Go from Here? Also included are suggestions concerning teaching and class activities, selected references, sample dialogues, and case histories. The related student booklets are available as VT 011 893, also in this issue. (AUTHOR/JS)

VT 011 365
Instructor Training within Industry; A Suggested Guide for a Training Course.

National Tool, Die, and Precision Machining Association, Washington, D.C.
Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 216p.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *ON THE JOB TRAINING; *INDUSTRIAL TRAINING; TEACHER EDUCATION; *INPLANT PROGRAMS

ABSTRACT - This guide is intended to equip experienced craftsmen with the skills needed to become instructors in on-the-job training programs for apprentices. Following such introductory information as employment opportunities, instructor and trainee qualifications, suggested course schedule, course unit description, and methods of evaluation, eight instructional units cover: (1) Orientation, (2) Teaching and Learning, (3) Lesson Planning, (4) Knowledge Check, (5) Instructing, (6) Shop Floor Apprentice Training, (7) Shop Floor Teaching Performance Check, and (8) Review and Continuing Trainee Development. Units provide suggested time allotment, goals and purposes, instructional aids, handout materials, content, summary, and homework assignments. A bibliography and lists of the teaching aid handouts, test handouts, and information handouts are provided. (AW)

VT 011 377
Wood Properties and Paint Durability. Miscellaneous Publication No. 629.

Department of Agriculture, Washington, D.C. Forest Service.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jun62 12p.

DESCRIPTORS - *RESOURCE MATERIALS; *CONSUMER EDUCATION; *PAINTING; BUILDING TRADES; *BUILDING MATERIALS

ABSTRACT - This publication of the U.S. Department of Agriculture Forest Service provides consumer information designed to save on the overall cost of house painting. Contents cover: (1) wood properties affecting the life of paint such as density and texture, resins and oils, moisture content, and wood defects, (2) selection of best wood for painting including selection by species, grade, grain, or density and texture, and (3) suggestions for painting the heavier softwoods. The pamphlet is illustrated with photographs. (AW)

VT 011 379
Simple Plumbing Repairs for the Home and Farmstead. Farmer's Bulletin No. 2202.

Agricultural Research Service (DOA), Washington, D.C. Agricultural Engineering Research Div.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Aug69 16p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *PLUMBING; *REPAIR; *FARMERS; MAINTENANCE; DIAGRAMS; ILLUSTRATIONS

ABSTRACT - To help farmers and homeowners with simple plumbing repairs, this bulletin was prepared by the Agricultural Engineering Research Division of the Agricultural Service. With a few basic tools one can do the following repairs as outlined in this publication: (1) repair water faucets and valves, (2) repair leaks in pipes and tanks, (3) thaw frozen pipes, (4) repair water closets, and (5) clean clogged drains. Various diagrams are used to illustrate the steps to take in making the needed repairs. (GB)

VT 011 396 ED 045 802
Multi-Phase Driver Education Teaching Guide.

Hurst-Euless-Bedford Independent School District, Hurst, Tex.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.65 HC-$6.58
PUB DATE - ND 105p.

DESCRIPTORS - *TEACHING GUIDES; *DRIVER EDUCATION; *TRAFFIC SAFETY; *SIMULATION; SIMULATORS; *MULTIMEDIA INSTRUCTION
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - For use in planning and conducting functional multi-phase driver education programs, this teacher's guide consists of four phases of instruction: classroom activities, simulated application, in-car range practice, and in-car public practice. Contents are divided into three instructional sections, with the first combining the classroom activities and simulated applications phases into one 11-unit instructional phase covering: (1) orientation and pretesting, (2) driving procedures and skills, (3) laws and regulations, (4) personal factors influencing driving, (5) driving hazards, (6) defensive and emergency driving procedures, (7) highway and expressway driving, (8) engineering and ownership, (9) accidents, (10) traffic safety programs, and (11) review, posttesting, advanced skills, and individual practice. Each unit gives purpose, competencies to be developed, and instructional outline including the day and teaching station, content area and activities, and references. The second instructional section covers range practice patterns, providing written instructions and detailed diagrams of procedures to be followed in the driving laboratory. The public practice phase provides a driving schedule including various traffic environments, to be used in conjunction with the other instructional phases. This guide was developed with funds provided under the Title III of the Elementary and Secondary Education Act. (AW)

VT 011 422
Butcher, Stanley J.
Safety in Industry, Instructor Outline. Department of Labor Safety Training Programs.

Bureau of Labor Standards (DOL), Washington, D.C. Office of Occupational Safety.
MF AVAILABLE IN VT-ERIC SET.
Bulletin 316
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (L16.3:316, $.60).
PUB DATE - 70 64p.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *INDUSTRIAL PERSONNEL; *INDUSTRIAL TRAINING; *SAFETY EDUCATION; SAFETY; INSTRUCTIONAL MATERIALS

ABSTRACT - Prepared by the chief of the Training and Education Branch of the Office of Occupational Safety in the Department of Labor, this instructor's outline is designed to aid in planning and presenting on-the-job industrial safety programs. Contents include units on: (1) principles of safety training, (2) necessity for safety training, (3) training needs, (4) mechanics of learning, (5) types of training, (6) instructional setting and techniques, (7) educational principles, (8) development of training materials, (9) steps in developing instructional outlines, (10) suggestions for presentation, (11) training aids and mechanical aids, (12) evaluation of training, (13) proper use of questioning techniques, and (14) an instructor evaluation guide. The

outline is intended only as a guide to standard presentation of the program in sequence and basic content, and may be adapted to meet specific industrial conditions by using additional information and material. (AW)

VT 011 434
Careers with Material Handling Equipment Manufacturers.

Materials Handling Inst., Inc., Pittsburgh, Pa.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Material Handling Institute, Inc., 1326 Freeport Road, Pittsburgh, Pennsylvania 15238.
PUB DATE - 70 28p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *EQUIPMENT MANUFACTURERS; *EQUIPMENT; *CAREERS; OCCUPATIONAL GUIDANCE; CAREER OPPORTUNITIES

ABSTRACT - Intended for persons investigating a career in the materials handling equipment manufacturing industry, this guide was published by the Material Handling Institute, Inc. The material handling equipment industry is described, with emphasis on present-day growth and future opportunities in the industry. Specific career opportunities are discussed in the major functions of management, marketing, engineering, manufacturing, and finance. The objectives of the Materials Handling Institute are listed, as well as job-finding information which the institute can provide. (GB)

VT 011 481
Robek, Mary, Comp.
Guide to Data Education Films.

Eastern Michigan Univ., Ypsilanti.
Norwich Univ., Northfield, Vt. Society of Data Educators
DOCUMENT NOT AVAILABLE FROM EDRS.
Society of Data Educators, 2-76 Union, Northfield, Vermont 35663 ($3.25).
PUB DATE - 70 64p.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *INDEXES (LOCATERS); *AUDIOVISUAL AIDS; *FILMS; *RESOURCE GUIDES; LESSON PLANS; *INSTRUCTIONAL FILMS

ABSTRACT - Teachers who use films as an audio-visual aid will find this guide useful in planning lessons and class activities. Arranged in four sections the guide provides (1) subject matter index and instructions for its use, (2) film descriptions of 550 films, including title, cost, grade level, and keyword numbers, (3) film sources, and (4) subject matter identification numbers arranged in ascending order and using key words as descriptors. (JS)

VT 011 461
Course in Instrument Maintenance; A Suggested 1-Year Training Program.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education.
MF AVAILABLE IN VT-ERIC SET.
OE-86009
PUB DATE - 63 232p.

DESCRIPTORS - *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TECHNICAL OCCUPATIONS; *INSTRUMENTATION; TECHNICAL EDUCATION; ELECTRONICS; ELECTRONIC EQUIPMENT; AUTOMATION

ABSTRACT - Prepared by the Instrument Society of America and revised by the Division of Vocational and Technical Education of the United States Office of Education, this 1-year course outline is for use by state directors, supervisors, teacher educators, and teachers in planning or upgrading courses in instrument maintenance for employed workers. The course is intended to develop the skills needed to perform routine maintenance duties. Emphasis is placed on laboratory learning to simulate actual work responsibilities required in industry. Brief introductory material includes a suggested course outline giving unit number and title, theory, class hours, laboratory hours and total hours. The major portion of the manual provides 29 instructional outlines, including units on: (1) orientation, (2) safety, (3) hand and power tools, (4) basic mathematics and electricity, (5) standards and calibration, (6) instrumentation drawing, (7) installation, (8) preventive maintenance, and (9) basic industrial systems. Units contain specific objectives, content, suggested procedures, discussion and demonstration guides, selected references, and teaching aids. Texts and references,

selected teaching aids, equipment and tools, suggested physical facilities layouts and sample instructional materials are appended. (AW)

VT 011 480
A Resource Kit for Teaching Consumer Education.

Changing Times Education Service, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Changing Times Education Service, Suite G83, 1729 H Street, N.W., Washington, D.C. 20006.
PUB DATE - 70 224p.

DESCRIPTORS - *TEACHING GUIDES; *CONSUMER EDUCATION; *PURCHASING; *MONEY MANAGEMENT; *BUDGETING; HOME ECONOMICS EDUCATION; EXPENDITURES; RESOURCE GUIDES; RESOURCE MATERIALS

ABSTRACT - For use by teachers in planning and presenting courses in consumer education, this resource kit includes units on earning, spending, borrowing, saving, and budgeting, with each unit providing several of the following teaching aids or ideas: (1) sample forms and applications, (2) wall charts, (3) cartoons for use on bulletin boards or as transparencies, (4) pamphlets, (5) role-playing games and situations, (6) suggested student activities files, (7) transparencies with related teaching guides, (8) learning games, (9) thought simulators, and (10) reading and resource lists. A teaching guide is provided and includes main goals, basic concepts to be developed, teaching suggestions, course emphases, and key questions for each unit. (AW)

VT 011 500
Raymond, L., And Others
Basic Vocational Mathematics. Learning Activity Package for the Construction Trades.

Hughson Union High School, Calif.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Jul68 26p.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; HIGH SCHOOL STUDENTS; MANUALS; INSTRUCTIONAL AIDS; *AUTOINSTRUCTIONAL AIDS; EDUCATIONAL OBJECTIVES; MATHEMATICS; *MATHEMATICS MATERIALS; PRACTICAL MATHEMATICS
IDENTIFIERS - *ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III; LEARNING ACTIVITY PACKAGE; LAP

ABSTRACT - Developed with Elementary and Secondary Education Act (ESEA) Title III funds, this learning activity package will help students in the construction trades to review and reinforce their knowledge of basic mathematics. Designed as a 9-day self-instructional unit for individual learning, it contains: (1) Rationale, (2) Primary and Secondary Ideas, (3) Instructional Objectives with suggested activities and instructional sheets, (4) Pretest, and (5) Exempting Procedures. Answers to check-up questions, answers to pretest questions, and a bibliography are included. (GR)

VT 011 581
Barton, Everett H.
Communications Requirements for Technical Occupations.

Washington Research Coordinating Unit for Vocational Education, Olympia.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 45p.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; VOCATIONAL EDUCATION; *GUIDELINES; *TECHNICAL OCCUPATIONS; *COMMUNICATION SKILLS; EMPLOYMENT QUALIFICATIONS; *BEHAVIORAL OBJECTIVES; STUDENT NEEDS
IDENTIFIERS - WASHINGTON; RESEARCH COORDINATING UNIT; RCU

ABSTRACT - These guidelines were prepared to aid instructors in developing creative and flexible programs tailored to the communication needs of their vocational students and to the occupational requirements of employers. The data are presented in diagrams which identify the functions of each kind of communication skill. Analysis forms giving descriptions of each function, the reasons for its use, and the tasks performed to accomplish the function are also included. Following these is an explanation of the terminal behavior objectives and suggested points to consider in the preparation of clearly defined objectives. (AUTHOR/JS)

VT 011 643
McDonough, Frances S., And Others

Guide for Course of Study for Gasoline Engine Repairman (Any Industry).

Tennessee State Board for Vocational Education, Nashville. Manpower Development Training Section.
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130.
PUB DATE - ND 89p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CURRICULUM GUIDES; *MACHINE REPAIRMEN; *ENGINES; *AUTO MECHANICS; REPAIR; TECHNICAL EDUCATION; BIBLIOGRAPHIC CITATIONS; SLIDES; FILMS; GLOSSARIES

ABSTRACT - Developed for use in vocational and technical training programs to train gasoline engine repairmen, this curriculum guide was prepared and reviewed by state-level personnel. The outline involves instruction in diagnosis, repair, replacement of parts, unit assemblies, circuits, trouble-shooting, disassembly, assembly, testing, and aspects required for employment in this trade. Specifically, reference is to the study of related subject matter, safety, public relations, and the business procedures of operating a small engine repair shop. Appended are a bibliography, lists of available films and slide sets, and a glossary. (GB)

VT 011 659
Fundamentals of Service: Shop Tools.

Deere (John) and Co., Moline, Ill.
MF AVAILABLE IN VT-ERIC SET.
John Deere Service Publications, John Deere Road, Moline, Illinois 61265 ($2.00).
PUB DATE - Mar70 34p.

DESCRIPTORS - *VOCATIONAL EDUCATION; *INSTRUCTIONAL AIDS; *HAND TOOLS; *BASIC SKILLS; *ILLUSTRATIONS; DIAGRAMS; CHARTS

ABSTRACT - Prepared by the John Deere Company and intended for students, teachers, novices, and journeymen, this tool manual is written in simple form to show the correct uses of hand tools. Numerous illustrations, diagrams, and charts are utilized to assist in learning fundamentals of shop tools. Other manuals in the series are available as VT 010 754-VT 010 757 (AIM Fall 1970). (GB)

VT 011 712
Oettmeier, Arthur J.
Automotive Engine Specialist: A Suggested Guide for a Training Course.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 113p.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *TECHNICAL EDUCATION; MANPOWER DEVELOPMENT; WORKSHEETS; INSTRUCTIONAL AIDS; REFERENCE MATERIALS; OBJECTIVES
IDENTIFIERS - MDTA PROGRAMS; *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

ABSTRACT - Prepared by representatives of the automotive service industries and garage owners, this teaching guide may be used in planning a 26-week course to train or upgrade personnel in the automotive service industry. Section one, Engine Orientation and Maintenance, includes: (1) Job Orientation, (2) Shop Orientation, (3) Shop Safety Procedures, (4) Engine Classification, (5) Engine Types, (6) Automotive Mathematics, (7) Engine Components, (8) Specialized Tools and Instruments, (9) Interpreting Terminology and Specifications, and (10) Recommended Maintenance Procedures. Other sections are Engine Damage Diagnosis and Repair Estimate, Engine Disassembly Process, and Engine Reassembly Process. Appended are suggested supplies, instructional aids, worksheets, tool guides, equipment guides, references, and a cost summary. A related document is available as ED 012 320 or VT 001 791 (AIM Fall 1967). (GB)

VT 011 713
Zookeeper Training: A Suggested Guide for Instructors.

American Association of Zoological Parks and Aquariums, Washington, D.C.
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 191p.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *ANIMAL CARETAKERS; *ZOOS;

*ANIMAL SCIENCE; TECHNICAL EDUCATION; ANIMAL FACILITIES; FILMS; COURSE CONTENT; BIBLIOGRAPHIC CITATIONS; SLIDES; GLOSSARIES; FILMSTRIPS
IDENTIFIERS - *ZOOKEEPER TRAINING

ABSTRACT - Designed to assist instructors in training personnel to care for the numerous types of animals housed in American zoos and to upgrade the skills and knowledge of employed zookeepers, this guide was developed by the American Association of Zoological Parks and Aquariums in cooperation with the Division of Manpower Development and Training, United States Office of Education. The first part of the guide outlines the basic content for teaching the knowledge, attitudes, and skills needed to enter gainful employment as a general zookeeper. The guide provides additional course content for instructing trainees specializing in a particular class of animals. Units also provide instruction in specialized facilities such as food culture, central commissary, or a children's zoo. Appended are: (1) glossary, (2) bibliography, (3) teaching aids, (4) suggested training facility, (5) list of laboratory equipment, tools, and supplies, (6) sample information sheet, (7) daily report form, (8) specimen record card, and (9) program evaluation form. (GB)

VT 011 738
Manisoff, Miriam T., Ed.
Family Planning Training for Social Service; A Teaching Guide in Family Planning for In-Service Training in Public Welfare Departments.

Planned Parenthood-World Population, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Planned Parenthood-World Population, 810 Seventh Avenue, New York, New York 10019 ($1.50).
PUB DATE - 70 92p.

DESCRIPTORS - *TEACHING GUIDES; *FAMILY PLANNING; CONTRACEPTION; TEACHING METHODS; *CLIENT CASEWORKERS; *WELFARE RECIPIENTS; WELFARE SERVICES; REFERRAL; *FAMILY LIFE EDUCATION; SEX EDUCATION

ABSTRACT - Prepared by Planned Parenthood-World Population, this training manual is designed to help public welfare supervisors guide staff in acquiring expertise in family planning referrals and to provide staff with a framework for carrying out a mandate of the 1967 Amendments to the Social Security law which specifies that such programs be offered to appropriate relief recipients. Topics for the four half-day sessions for a maximum of 25 caseworkers are: (1) Introductory Unit, (2) Contraceptive Methods, (3) The Client and Family Planning, (4) Obtaining Family Planning Services for Clients, and (5) Suggestions for Working with Clients. In addition to content about family planning, each unit contains suggested time allotment and teaching methods. After the caseworkers have been back on the job for 2 or 3 months, a final half-day evaluation session is recommended. Suggested evaluation forms are included. The history of family planning services, a sample training schedule, church attitudes on birth control, and a bibliography are appended. (SB)

VT 011 747
Tinkelman, Sherman N.
Improving the Classroom Test; A Manual of Test Construction Procedures for the Classroom Teacher.

New York State Education Dept., Albany. Bureau of Test Development.
MF AVAILABLE IN VT-ERIC SET.
The Publications Distribution Unit, State Education Department, Albany, New York 12224.
PUB DATE - 64 55p.

DESCRIPTORS - *MANUALS; VOCATIONAL EDUCATION; *TEST CONSTRUCTION; TESTING; *RESOURCE MATERIALS; *TEST RELIABILITY; *EVALUATION; EVALUATION METHODS

ABSTRACT - Important as Regents examinations and standardized tests are in the total testing program, the backbone of day-by-day evaluation in the school is the classroom test. This manual was prepared to help the teacher improve the quality of classroom tests. Based on a summary of the current best thinking in the area of test construction, the emphasis is placed on "how to test" and not on "what to test." The manual explains and illustrates the principles of test construction in the following sections: (1) Planning the Classroom Test, (2) Choosing an Item Type, (3) Writing Effective Test Items, (4) The Mechanical Features of Classroom Tests, and (5) Check List for Reviewing Local School Tests. A bibliography is included. (AUTHOR/JS)

VT 011 811
Mother and Baby Care. Instructor's Guide.

The American National Red Cross.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - Oct66 120p.

DESCRIPTORS - *TEACHING GUIDES; *FAMILY LIFE EDUCATION; *PREGNANCY; *SEX EDUCATION; INFANTS; MOTHERS; NUTRITION INSTRUCTION; CHILD CARE
IDENTIFIERS - *EXPECTANT PARENTS

ABSTRACT - Prepared by the American Red Cross, this guide is for instructors and/or group discussion leaders of the Red Cross mother and baby care course for expectant parents to help them gain security and give them factual information. Registered professional nurses, home economics teachers, and health educators who have completed the instructor training may teach this course. The recommended enrollment for the 12-hour course is from 15 to 20 students. Topics are: (1) Before the Baby Comes, (2) The Baby is Born, (3) Food for the Pregnant and Nursing Mother and Breast Feeding, (4) The Baby's Supplies and Needs, (5) The Baby's Bath, and (6) The Baby's First Year. Suggested reading and demonstration materials, visual aids, and information for the instructors are included with each topic. Other teaching suggestions, supplementary readings for parents, and instructor reference materials are appended. The course might be adapted for high school or college with the inclusion of material on the anatomy and physiology of menstruation, conception, pregnancy, and the birth process as well as the concomitant emotional changes and adjustments that occur. (SB)

VT 011 869
Instrument Rating (Helicopter); Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 49p.

DESCRIPTORS - *STUDY GUIDES; *RESOURCE MATERIALS; TRADE AND INDUSTRIAL EDUCATIONN; *AIRCRAFT PILOTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Administration, this guide is intended to assist applicants preparing for the helicopter instrument rating by outlining the scope of the written test and clarifying the requirements, reference materials, tests, and testing procedures. A study outline, list of study materials, and sample test with answers and explanations are also included. Numerous charts, graphs, and maps are appended. (AW)

VT 011 870
Gyroplane Pilot Written Examination Guide--Private and Commerical.

Federal Aviation Agency, Washington, D.C.
MF AVAILBLE IN VT-ERIC SET.
Federal Aviation Agency, Printing Branch, HQ-438, Washington, D.C. 20553.
PUB DATE - 66 53p.

DESCRIPTORS - *STUDY GUIDES; RESOURCE UNITS; TRADE AND INDUSTRIAL EDUCATION; *AIRCRAFT PILOTS; *TESTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the Federal Aviation Administration, this study guide is intended to aid applicants who are preparing for private or commercial gyroplane pilot written examinations. The circular outlines the scope of the basic knowledge requirements, provides source material that may be used to acquire this basic knowledge, and presents a sample examination designed to acquaint the applicant with the type of items included in the written test. Recommended study materials and supplemental material including flight manual excerpts, graphs, distance and altitude charts, rate of climb charts, airport information, and weather forecasting information are appended. (AW)

VT 011 871
Gyroplane Flight Instructor Examination Guide.

Federal Aviation Agency, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Office of Headquarters Operations, HQ-438, Federal Aviation Agency, Washington, D.C. 20553.
PUB DATE - 66 54p.

DESCRIPTORS - *STUDY GUIDES; TRADE AND INDUSTRIAL EDUCATION; *AIRCRAFT PILOTS; *FLIGHT

TRAINING; *TESTS; RESOURCE MATERIALS; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Service of the Federal Aviation Agency, this study guide is intended to aid applicants preparing for the Flight Instructor Rotocraft-Gyroplane Written Examination. Contents provide information on basic knowledge requirements of gyroplane flight instructors and the nature of the examination, as well as a study outline covering fundamentals of flight instruction and performance and analysis of flight training maneuvers. Recommended study materials and a sample examination with answers and explanations are appended. Numerous graphs, charts, and drawings illustrate the manual. (AW)

VT 011 873
Glider Pilot Written Test Guide--Private and Commercial.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-43
Department of Transportation, Federal Aviation Administration, Distribution Unit--484.3, Washington, D.C. 20590.
PUB DATE - 67 22p.

DESCRIPTORS - *STUDY GUIDES; TRADE AND INDUSTRIAL EDUCATION; *RESOURCE MATERIALS; *TESTS; *AIRCRAFT PILOTS; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Designed to assist applicants in preparing for the private and commercial glider pilot written examination, this Federal Aviation Administration circular outlines the scope of the basic aeronautical knowledge requirements for a glider pilot, provides source material that may be used to acquire this basic knowledge, and presents a sample test with answers and explanations. (AW)

VT 011 874
Helicopter Pilot Written Test Guide, Private--Commercial.

Federal Aviation Administration (DOT), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-5A
Office of Headquarters Operations, HQ-438, Federal Aviation Administration, Washington, D.C. 20590.
PUB DATE - 67 30p.

DESCRIPTORS - *STUDY GUIDES; RESOURCE MATERIALS; TRADE AND INDUSTRIAL EDUCATION; *TESTS; *AIRCRAFT PILOTS; *FLIGHT TRAINING; ADULT VOCATIONAL EDUCATION; *TECHNICAL EDUCATION

ABSTRACT - Prepared by the Flight Standards Service, Federal Aviation Administration, this study guide is designed to assist applicants who are preparing for the helicopter pilot written tests. Contents include information on the nature of the test, requirements, a study guide, recommended reference and study material, and a sample test with answers and explanations. (AW)

VT 011 893
You and Your Job: What is It? Where is It? How to Get It? How to Keep It? Where Do You Go From Here?

Milwaukee Vocational, Technical, and Adult Schools, Wis.
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
DOCUMENT NOT AVAILABLE FROM EDRS.
J.G. Ferguson Publishing Company, 6 North Michigan Avenue, Chicago, Illinois 60602 (five documents as a set for $2.20).
PUB DATE - 68 207p.

DESCRIPTORS - *VOCATIONAL EDUCATION; EMPLOYMENT; *WORK ATTITUDES; BEHAVIOR DEVELOPMENT; *PAMPHLETS; *CULTURALLY DISADVANTAGED; OCCUPATIONAL INFORMATION; *CAREER PLANNING; ADULT EDUCATION

ABSTRACT - These student handbooks were prepared by the Milwaukee Vocational Technical and Adult Schools for use in developing proper attitudes toward work and the job. Prepared specifically for the disadvantaged, the color-coded pamphlets offer suggestions on finding a job as well as on good work habits and good human relations. These handbooks, which correspond to an instructors guide, cover different aspects of the job such as: (1) What Is It, (2) Where Is It, (3) How to Get It, (4) How to Keep It, and (5) Where Do You Go From Here? The related instructor's guide is available as

VT 011 322 (also in this issue). (JS)

VT 012 145
Helicopter Private and Commercial Pilot; Flight Test Guide.

Federal Aviation Agency, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 61-25
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 61-25, $.10).
PUB DATE - 65 8p.

DESCRIPTORS - *AIRCRAFT PILOTS; AEROSPACE TECHNOLOGY; *AVIATION TECHNOLOGY; AVIATION VOCABULARY; *TECHNICAL EDUCATION; *STUDY GUIDES
IDENTIFIERS - *HELICOPTER PILOT

ABSTRACT - This guide, prepared by the Federal Aviation Agency, was published to assist the helicopter pilot applicant in preparing for the private and commercial certification flight tests. It is designed to give the helicopter pilot applicant information concerning applicable procedures and standards. Both the flight instructor and the applicant should find the guide helpful in flight test preparation. (GR)

VT 012 151
Aircraft Dispatcher; Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 65-4A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 65-4A, $.50).
PUB DATE - 69 45p.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; *TESTS; *STUDY GUIDES; TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS
IDENTIFIERS - *AIRLINE TRANSPORT DISPATCHER

ABSTRACT - This guide is prepared by the Flight Standards Service of the Federal Aviation Administration to assist applicants preparing for the Aircraft Dispatcher Written and Practical Tests. It describes the type and scope of knowledge covered in the tests, lists reference materials available from the U.S. Government Printing Office, and presents sample questions. As a convenience to applicants, those portions of the Federal Aviation Regulations concerning general eligibility and aeronautical experience requirements for the certificate have been included. (GR)

VT 012 162
Flight Navigator; Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 63-2A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (AC 63-2A, $.40).
PUB DATE - 69 35p.

DESCRIPTORS - *STUDY GUIDES; AEROSPACE TECHNOLOGY; TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; *TESTS; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS; FLIGHT TRAINING; *NAVIGATION
IDENTIFIERS - *FLIGHT NAVIGATOR

ABSTRACT - This study guide was prepared by the Flight Standards Service of the Federal Aviation Administration to assist applicants preparing for the Flight Navigator Written Test. It defines the scope of knowledge covered in the tests, lists reference materials available from the U.S. Government Printing Office, and presents sample questions. Sample weather charts and plotting sheets are given. (GR)

VT 012 200
Airline Transport Pilot (Helicopter); Written Test Guide.

Federal Aviation Administration, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-42
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

(AC 61-42, $.35).
PUB DATE - 68 26p.

DESCRIPTORS - *AIRCRAFT PILOTS; *FLIGHT TRAINING; *TESTS; *STUDY GUIDES; TECHNICAL EDUCATION; AVIATION TECHNOLOGY; AEROSPACE TECHNOLOGY; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS
IDENTIFIERS - *HELICOPTERS; AIRLINE TRANSPORT PILOT

ABSTRACT - This guide is prepared by the Flight Standards Service of the Federal Aviation Administration to assist applicants who are preparing for the Airline Transport Pilot, Rotocraft/Helicopter (VFR and/or IFR) Written Tests. It describes the type and scope of required aeronautical knowledge covered by the written tests, list reference materials available from the U.S. Government Printing Office, and presents sample test questions. (AUTHOR/GR)

VT 012 201
Flight Engineer Written Test Guide.

Federal Aviation Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
AC 63-1A
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 63-1A, $.50).
PUB DATE - 68 42p.

DESCRIPTORS - *AEROSPACE TECHNOLOGY; *STUDY GUIDES; TECHNICAL EDUCATION; AVIATION TECHNOLOGY; *TESTS; MULTIPLE CHOICE TESTS; ACHIEVEMENT TESTS; *FLIGHT TRAINING
IDENTIFIERS - *FLIGHT ENGINEER

ABSTRACT - This guide is prepared by the Federal Aviation Administration to assist prospective flight engineers and others interested in Flight Engineering. It describes certification requirements, type and scope of knowledge covered in the tests, lists reference materials available from the U.S. Government Printing Office, and presents sample questions. As a convenience to applicants, those portions of the Federal Aviation Regulations concerning general eligibility and aeronautical experience requirements for the certificate have been included. (GR)

VT 012 211
Private Pilot for Airplane, Single-Engine; Flight Test Guide.

Federal Aviation Administration, Washington, D.C. Flight Standards Service.
MF AVAILABLE IN VT-ERIC SET.
AC 61-3B
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
(AC 61-3B, $.25).
PUB DATE - 68 19p.

DESCRIPTORS - *AIRCRAFT PILOTS; *TECHNICAL EDUCATION; *STUDY GUIDES; AEROSPACE TECHNOLOGY; AVIATION TECHNOLOGY; AVIATION VOCABULARY; INSTRUMENTATION

ABSTRACT - This guide, prepared by the Flight Standards Service of the Federal Aviation Administration, is to assist the private pilot certificate applicant in preparing for his certification flight test. It gives information concerning the procedures and maneuvers required by Part 61 of the Federal Aviation Regulations in the flight test required for a private pilot certificate. Both the applicant and his flight instructor should find the guide helpful in preflight test preparation. (GR)

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34	A System for State Evaluation of Vocational Education, Interim Report, by Harold Starr August, 1969	$2.00	ED 032 436 MF-$.25, HC-$2.25
35	Supervision and Decision-Making Skills in Vocational Education: A Training Program Utilizing Simulation Techniques, by Dick C. Rice and Richard F. Meckley, January, 1970	$3.00	ED 038 501 MF-$.50, HC-$5.90
36	Simulation Training in Planning Vocational Education Programs and Facilities, by Richard F. Meckley and others, April, 1970	$3.50	ED 039 335 MF-$1.00, HC-$10.25
37	Problems in the Transition from School to Work as Perceived by Youth Opportunity Center Counselors, by Donald F. Eggeman and others, December, 1969	$2.50	ED 036 626 MF-$.50, HC-$3.90
38	A Health Career Development Program for the Rural High School, by Harold R. Rowe, June, 1970	--	ED 042 013 MF-$.50, HC-$6.10
39	A System for State Evaluation of Vocational Education, Final Report, by Harold Starr and others, May, 1970	$3.50	ED 041 121 MF-$.75, HC-$9.90
40	Assessment of Micro-Teaching and Video Recording in Vocational and Technical Teacher Education: Phase X--Remote Feedback Techniques for Inservice Education, by Walter A. Cameron and Calvin J. Cotrell, August, 1970	$2.00	ED 042 901 MF-$.50, HC-$4.40
41	The Relationship of Group Structural Properties and Communication Behavior Patterns to Opinion Leadership Among Teachers, by Garry R. Bice, August, 1970	--	ED 042 908 MF-$.50, HC-$4.35
43	Worker Adjustment Problems of Youth in Transition From High School to Work, by A.P. Garbin and others, December, 1970.	--	ED 045 850 MF-$1.00, HC-$10.85
44	Response of Vocational Students to Supervision, by Ralph M. Stogdill and others, December, 1970.	--	ED 045 845 MF-$.50, HC-$3.15
45	The Systems Approach: An Emerging Behavioral Model for Vocational Guidance, A Summary Report, by Robert E. Campbell and others, January, 1971.	--	ED 047 127 MF-$.65, HC-$3.29

LEADERSHIP TRAINING SERIES (LT)

1	Program Development and Research, Report of a National Seminar on Agricultural Education, by Robert E. Taylor, August, 1965	--	ED 011 036 MF-$.75, HC-$9.65
2	Guidance in Vocational Education--Guidelines for Research and Practice, by Robert E. Campbell, 1966	--	ED 011 922 MF-$.75, HC-$9.60
3	Guidelines for State Supervisors of Office Occupations Education, by R. D. Balthaser and Bruce I. Blackstone, 1965	--	VT 001 266 (In ED 017 746, ARM microfiche set)
4	National Vocational-Technical Education Seminar on the Development and Coordination of Research by State Research Coordinating Units, by Virgil E. Christensen, February, 1966	--	ED 011 042 MF-$.50, HC-$4.45

PUBLICATIONS (cont.)

Series No.	Publication Title (LT)	Availability Center	Availability EDRS
5	Research Planning Conference for Business and Office Education, March, 1966	--	ED 013 304 MF-$.50, HC-$6.15
6	Program Development for Occupational Education, A Report of a National Seminar for Leaders in Home Economics Education, by Sylvia L. Lee and Kathleen Howell, March, 1966	--	ED 011 040 MF-$.50, HC-$6.20
7	Trade and Industrial Teacher Education, Report of a National Invitational Research Planning Conference, by Calvin J. Cotrell, May, 1966	$2.00	ED 011 043 MF-$.75, HC-$9.95
8	Evaluation and Program Planning in Agricultural Education, Report of a National Seminar, by James W. Hensel, 1966	--	ED 011 037 MF-$.75, HC-$6.50
9	Health Occupations Education Centers, Report of a Seminar, by Grace L. Mangle, October, 1967	--	ED 016 823 MF-$.50, HC-$3.65
10	Guidelines for Cooperative Education and Selected Materials from the National Seminar Held August 1-5, 1966, A Manual for the Further Development of Cooperative Education, by Harry Huffman, 1967	--	ED 011 044 MF-$1.00, HC-$12.35
11	Systems Under Development for Vocational Guidance, A Report of a Research Exchange Conference, by Robert E. Campbell and others, August, 1966	--	ED 011 039 MF-$.50, HC-$3.60
12	Compilation of Technical Education Instructional Materials--Supplement I, compiled by C. J. Cotrell and I. E. Valentine, April, 1967	--	ED 012 340 MF-$.75, HC-$9.35
13	Compilation of Technical Education Instructional Materials--Supplement II, compiled by C. J. Cotrell and I. E. Valentine, April, 1967	--	ED 011 933 MF-$1.00, HC-$10.95
14	Educational Media in Vocational and Technical Education, A Report of a National Seminar, by Calvin J. Cotrell and Edward F. Hauck, 1967	--	ED 017 730 MF-$1.00, HC-$12.85
15	Vocational-Technical Teacher Education--National Seminar Proceedings, by Neal E. Vivian and Kenneth E. Hoffman, 1967	$3.25	ED 020 431 MF-$1.25, HC-$13.85
16	National Program Development Institutes in Technical Education, Summer, 1967: A Compilation of Selected Presentations and Instructional Materials, by A. J. Miller and I. E. Valentine, February, 1968	--	ED 021 069 MF-$.75, HC-$9.55
17	Second Annual National Vocational-Technical Teacher Education Seminar, by James W. Hensel and Garry R. Bice, January, 1969	$3.00	ED 027 424 MF-$.75, HC-$8.60
18	Program, Planning, Budgeting Systems for Educators, Volume I: An Instructional Outline, by Joseph H. McGivney and William C. Nelson, August, 1969	--	ED 032 417 MF-$1.25, HC-$14.05
19	Program, Planning, Budgeting Systems for Educators, Volume II: A Case Problem, by Joseph H. McGivney and William C. Nelson, August, 1969	--	ED 032 418 MF-$.75, HC-$8.35
20	National Conference on Research in Industrial Arts, by Alan R. Suess, April, 1969	--	ED 029 986 MF-$.50, HC-$5.90
21	Manpower Information for Vocational Education Planning, A Conference Report, by Robert C. Young, November, 1969	$3.50	ED 035 716 MF-$.75, HC-$8.85
22	A Plan for Research in Distributive Education, Report of a Research Planning Seminar, by Neal E. Vivian, November, 1969	$2.50	ED 035 720 MF-$.50, HC-$3.90
23	Second National Leadership Development Seminar for State Directors of Vocational Education, by Darrell L. Ward and Aaron J. Miller, November, 1969	$3.50	ED 035 724 MF-$.75, HC-$6.85
24	Third Annual National Vocational-Technical Teacher Education Seminar Proceedings: Teaching Disadvantaged Youth, by Edward T. Ferguson and Garry R. Bice, January, 1970	$2.50	ED 037 540 MF-$.75, HC-$6.50
25	Third Annual National Vocational-Technical Teacher Education Seminar Proceedings: Micro-Teaching and Video Recording, by Calvin J. Cotrell and Garry R. Bice, January, 1970	$2.50	ED 037 550 MF-$.75, HC-$7.25
26	The National Conference on Post-Secondary Vocational-Technical Education, by Aaron J. Miller and Carroll R. Hyder, December, 1969	--	ED 037 552 MF-$1.00, HC-$10.20
27	Occupations and Education: Leaders in the Field Speak Out, Occupational Education Program Development Institutes for Post-Secondary Institutions, 1969	--	ED 041 127 MF-$.25, HC-$1.25
28	Report of a National Vocational Education Seminar on the Administration of Research, by Robert E. Taylor and others, May, 1965	--	ED 011 546 MF-$.50, HC-$5.45

Series No.	Publication Title (LT)	Availability Center	Availability EDRS
29	A Suggested Guide for Post-Secondary Vocational and Technical Education, by Aaron J. Miller and Angelo C. Gillie, September, 1970.	--	ED 047 083 MF-$.65, HC-$3.29
30	A Seminar on Graduate Education Programs, by Joseph P. Arnold, November, 1970.	--	ED 045 859 MF-$.50, HC-$3.15
31	Proceedings of the National Research Conference on Consumer and Homemaking Education, by Anna M. Gorman, October, 1970.	$2.75	ED 043 773 MF-$.75, HC-$7.85
BIBLIOGRAPHY SERIES (BB)			
1	Implications of Women's Work Patterns for Vocational and Technical Education: An Annotated Bibliography, by Sylvia L. Lee and others, October, 1967	$1.50	ED 016 826 MF-$.25, HC-$1.90
2	Worker Adjustment: Youth in Transition from School to Work: An Annotated Bibliography of Recent Literature, by A. P. Garbin and others, 1968	--	ED 021 070 MF-$.75, HC-$7.25
3	Program, Planning, Budgeting Systems for Educators, Volume III: An Annotated Bibliography, by Joseph H. McGivney and William C. Nelson, December, 1969	--	ED 035 756 MF-$.25, HC-$2.95
4	Program, Planning, Budgeting Systems for Educators, Volume IV: A Research Bibliography, by William C. Nelson, March, 1970	$2.25	ED 038 512 MF-$.50, HC-$5.95
5	The Change Process in Education: A Selected and Annotated Bibliography, by Gail J. Skelton and J. W. Hensel, 1970	--	ED 041 108 MF-$.50, HC-$4.95
6	Bibliography of Research on Consumer and Homemaking Education, by Anna M. Gorman and Joel Magisos, June, 1970	--	ED 039 336 MF-$.50, HC-$3.55
	Abstracts of Research and Related Materials in Vocational and Technical Education (ARM)+		
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	Summer, 68	--	ED 019 525 MF-$1.25, HC-$14.15
	Fall, 68	--	ED 022 970 MF-$1.25, HC-$14.10
	Winter, 68	--	ED 027 437 MF-$1.00, HC-$10.65
	Spring, 69	--	ED 030 000 MF-$1.00, HC-$10.40
	Summer, 69	--	ED 031 586 MF-$1.00, HC-$10.45
	Fall, 69	--	ED 033 247 MF-$1.00, HC-$10.40
	Winter, 69	--	ED 036 654 MF-$1.00, HC-$13.30
	Spring, 70	--	ED 039 367 MF-$1.25, HC-$16.20
	Summer, 70	--	ED 042 036 MF-$1.00, HC-$11.45
	Fall, 70	--	ED 045 857 MF-$2.25, HC-$28.25
	Winter, 70	--	VT 012 961 (See June '71 RIE for ED number and EDRS prices)
	Abstracts of Instructional Materials in Vocational and Technical Education (AIM)+		
	Fall, 67	--	ED 013 337 MF-$.75, HC-$9.35
	Winter, 67	--	ED 015 336 MF-$.75, HC-$9.85

PUBLICATIONS (cont.)

Series No.	Publication Title (BB)	Availability Center	Availability EDRS
	Spring, 68	--	ED 017 745 MF-$.75, HC-$9.95
	Summer, 68	--	ED 020 441 MF-$.75, HC-$8.85
	Fall, 68	--	ED 023 936 MF-$.75, HC-$9.35
	Winter, 68	--	ED 028 302 MF-$.75, HC-$8.45
	Spring, 69	--	ED 030 769 MF-$.75, HC-$8.70
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	Fall, 69	--	ED 034 075 MF-$.75, HC-$8.90
	Winter, 69	--	ED 037 584 MF-$.75, HC-$8.50
	Spring, 70	--	ED 041 159 MF-$.75, HC-$8.40
	Summer, 70	--	ED 042 930 MF-$.75, HC-$8.60
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	Winter, 70	--	VT 012 945 (See June'71 RIE for ED number and EDRS prices)
	AIM-ARM Annual Index+		
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	1968-69	--	ED 036 652 MF-$.50, HC-$5.80
	1969-70	--	ED 042 929 MF-$.75, HC-$6.80
	INFORMATION SERIES (IN)		
1	Review and Synthesis of Research in Agricultural Education, by J. Robert Warmbrod and Lloyd J. Phipps, August, 1966	$1.50	ED 011 562 MF-$.75, HC-$7.85
2	Review and Synthesis of Research in Business and Office Education, by Frank W. Lanham and J. M. Trytten, August, 1966	--	ED 011 566 MF-$.75, HC-$7.30
3	Review and Synthesis of Research in Distributive Education, by Warren G. Meyer and William B. Logan, August, 1966	--	ED 011 565 MF-$1.00, HC-$11.65
4	Review and Synthesis of Research in Home Economics Education, by Hester Chadderdon and Alyce M. Fanslow, August, 1966	--	ED 011 563 MF-$.50, HC-$6.00
5	Review and Synthesis of Research in Industrial Arts Education, by Jerry Streichler, August, 1966	--	ED 011 564 MF-$.50, HC-$5.20
6	Review and Synthesis of Research in Technical Education, by Milton E. Larson, August, 1966	$1.50	ED 011 559 MF-$.50, HC-$4.30
7	Review and Synthesis of Research in Trade and Industrial Education, by Bruce W. Tuckman and Carl J. Schaefer, August, 1966	--	ED 011 560 MF-$.50, HC-$4.65
8	Review and Synthesis of Research on the Economics of Vocational Education, by J. Robert Warmbrod, November, 1968	$1.50	ED 023 937 MF-$.50, HC-$3.20
9	Review and Synthesis of Research in Health Occupations Education, by Lewis D. Holloway and Elizabeth E. Kerr, May, 1969	$2.75	ED 029 982 MF-$.50, HC-$4.95
10	Review and Synthesis of Research in Industrial Arts Education, Second Edition, by Daniel L. Householder and Alan R. Suess, October, 1969	$2.25	ED 034 898 MF-$.50, HC-$3.55

+ Single copies are available only in microfiche and hard copy reproduction form from EDRS, ordering by ED numbers and prices shown. ARM and AIM are normally obtained by subscription. Subscriptions may be initiated with any issue, Fall, 68, or later.

PUBLICATIONS (cont.)

Series No.	Publication Title (IN)	Availability Center	Availability EDRS
11	Review and Synthesis of Research in Trade and Industrial Education, Second Edition, by Albert J. Pautler and Carl J. Schaefer, September, 1969	$2.25	ED 036 638 MF-$.25, HC-$2.90
12	Review and Synthesis of Research: Analysis for Curriculum Development in Vocational Education, by Milton E. Larson, October, 1969	$1.75	ED 035 746 MF-$.50, HC-$4.20
13	Review and Synthesis of Research in Technical Education, Second Edition, by Donald S. Phillips and Lloyd D. Briggs, October 1969	$2.25	ED 036 639 MF-$.25, HC-$2.60
14	Review and Synthesis of Research on the Administration of Vocational and Technical Education, by Ralph C. Wenrich, March, 1970	$2.25	ED 037 542 MF-$.50, HC-$4.00
15	Review and Synthesis of Research on the Placement and Follow-Up of Vocational Education Students, by J. Kenneth Little, February, 1970	$1.75	ED 037 543 MF-$.25, HC-$2.80
16	Review and Synthesis of Research on Vocational Education in Rural Areas, by B. Eugene Griessman and Kenneth G. Densley, December, 1969	$1.75	ED 034 632 MF-$.25, HC-$2.55
17	Review and Synthesis of Research on Distributive Education, 1966-1968, Second Edition, by Richard D. Ashmun and Roger A. Larson, January, 1970	$2.25	ED 038 498 MF-$.50, HC-$4.55
18	Review and Synthesis of Research in Business and Office Education, Second Edition, by Ray G. Price and Charles R. Hopkins, April, 1970	$2.25	ED 038 520 MF-$.50, HC-$6.10
19	Review and Synthesis of Research on Home Economics Education, Second Edition, by Helen Y. Nelson, April, 1970	$1.75	ED 038 519 MF-$.50, HC-$3.45
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21	Review and Synthesis of Research on Cooperative Vocational Education, by Harold R. Wallace, May, 1970	$2.25	ED 040 274 MF-$.50, HC-$6.30
22	Review and Synthesis of Research and Developmental Activities Concerning State Advisory Councils on Vocational Education, by Joseph Ray Clary, September, 1970	$1.75	ED 043 744 MF-$.25, HC-$2.85
23	Interpretation of Literature on Career Ladders and Lattices in Health Occupations Education, by Jean Kintgen, September, 1970	$1.75	ED 042 919 MF-$.25, HC-$1.55
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26	Working with Opinion Leaders to Accelerate Change in Vocational-Technical Education, by Garry R. Bice, November, 1970	$1.50	ED 044 502 MF-$.25, HC-$1.45
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29	Review and Analysis of Curricula for Occupations in Public Services, by Wiley B. Lewis, November, 1970	$1.50	ED 045 813 MF-$.25, HC-$2.05
30	Review and Analysis of Curricula for Occupations in Environmental Control, by Wiley B. Lewis, December, 1970	$1.50	ED 045 817 MF-$.25, HC-$1.90
31	Review and Synthesis of Literature on Residential Schools in Vocational and Technical Education, by Catharine P. Warmbrod, December, 1970	$1.50	ED 045 821 MF-$.25, HC-$2.15
32	Review and Analysis of Curricula for Occupations in Food Processing and Distribution, by Wiley B. Lewis, December, 1970	$1.50	ED 045 820 MF-$.25, HC-$2.05

Series No.	Publication Title (CR)	Center	Availability EDRS
CENTER RELATED SERIES (CR)			
1	Agricultural Chemicals Technology (Course outline and eight modules), by Jerry Halterman and others, 1965	$6.75	ED 013 894-- 013 902++
2	Agricultural Machinery--Service Occupations (Course outline and sixteen modules), by Alan Kahler and others, 1965	--	ED 012 761-- 012 777++
3	Agricultural Supply--Sales and Service Occupations (Course outline and twelve modules), by J. H. Lintner and others, 1965	$7.00	ED 015 232-- 015 241++
4	Horticulture--Service Occupations (Course outline and twelve modules), by James Utzinger and others, 1965	--	ED 013 290-- 013 302++
5	Occupational Guidance for Off-Farm Agriculture, by Glenn Z. Stevens, December, 1965	$0.60	ED 011 030 MF-$.25, HC-$2.90
6	Organizing to Provide Agricultural Education for Off-Farm Occupations, by Herbert M. Hamlin, August, 1965	--	ED 011 032 MF-$.25, HC-$1.20
7	Planning and Conducting Cooperative Occupational Experience in Off-Farm Agriculture, by Harold Anderson, August, 1965	--	ED 011 035 MF-$.75, HC-$7.50
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12	Changing Undergraduate Business Teacher Education Programs to Prepare Teachers for Culturally Different Youth, by Robert A. Schultheis and Alvin Vaughn, June, 1968	--	ED 024 837 MF-$.75, HC-$7.40
13	Cross-Cultural Values in Office Education with Emphasis on In-Service Teacher Education, by William L. Winnett, September, 1968	--	ED 029 089 MF-$.50, HC-$3.55
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